

Memo

To: [Click here and type name]
From: [Click here and type name]
CC: [Click here and type name]
Date: January 3, 2023
Re: [Click here and type subject]

How to Use This Memo Template

Select the text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text from the Styles and Formatting work pane from the Format menu. To save changes to this template for future use, on the File menu, click **Save As**. In the **Save As Type** box, choose **Document Template** (the filename extensions should change from *.doc* to *.dot*) and save the template. Next time you want to use the updated template, on the **File** menu, click **New**. In the **New Document** task pane, under **Templates**, click **On my computer**. In the **Templates** dialog, your updated template will appear on the General tab.