LOGO

# Memorandum

**To:**

**From**: Your name

**CC**: Other recipients

## Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. To get started straight away, simply tap any placeholder text (such as this) and start typing.

View and edit this document in Word on your computer, tablet or phone. You can edit text, easily insert content such as pictures, shapes or tables, and seamlessly save the document to the cloud from Word on your Windows, Mac, Android or iOS device.

Want to insert a picture from your files or add a shape, text box or table? No problem! In the Insert tab of the ribbon, simply tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

To update the contact information at the bottom of the document, double-click in the footer, select the item you wish to update and begin typing!