# Memo

**To:** Recipient Name

**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 right away, just 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? You got it! On the Insert tab of the ribbon, just tap the option you need.

To change the logo at the top, double click in the header, right click on the logo and select ‘Change Picture’. Pick the option you need and then navigate to your new logo, select it, and click Insert.

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!