

MEMORANDUM TO THE CHIEF

SUBJECT: The subject should not exceed two lines,
and the bottom line should be longer than the top line

ISSUE

The issue statement sets out what has happened, is happening or will happen to trigger the need for the memo. It should not exceed three or four lines.

BACKGROUND

The Background Section

The background section provides information that will help the Chief to understand the issue at hand and its context. However, not all memos require a background section. If that is the case for the memo you are working on, delete the heading “Background.”

Length of a Memo to the Chief

In many departments, a memo to the Chief is limited to two pages. However, there is no limit to the amount of information that can be provided in attached briefing notes. In drafting, aim for a single page of text. Once that page has been formatted with headings, it will come out to two pages.

Attachments

Many types of documents might be attached to the memo. They could include backgrounders, third-party documents and documents for the Chief to sign.

CONSIDERATIONS

The considerations section provides findings, analyses, pros and cons, options and arguments that will lead the Chief to see that the recommendation is an advisable response to the issue statement at the beginning of the memo.

Not all memos require a section on considerations. If that is the case for the memo you are working on, delete the heading “Considerations.”

CONCLUSION

Memos for information should end with a conclusion. It should:

- help the Chief to see the forest through the trees; or
- answer the question “So what?”; or
- tell the Chief what happens next or at what milestone he or she will be briefed again if a problem or process has been presented; or
- do all of the above.

Name

Of Individual Writing

Attachments: 2

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