

STANDARD MEMORANDUM

Top Margin: 2”
Side Margins: 1”

TO: FBLA-PBL Competitors

(DS)

FROM: Judging Committee

(DS)

DATE: (Current)

(DS)

SUBJECT: Formatting a Standard Memorandum

(DS)

When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space.

(DS)

Paragraphs are aligned at the left margin and are single spaced with a double space between each. The typist should key his/her initials at the left margin a double space below the body of the last paragraph in lower case letters. If an attachment or enclosure is included, the word “Attachment” or “Enclosure” should be keyed at the left margin a double space below the typist’s initials.

(DS)

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(DS)

Enclosure