

**COMPANY NAME**  
**DIVISION**

INTER-OFFICE CORRESPONDENCE

**To:** All L<sup>A</sup>T<sub>E</sub>X User's      **Date:** November 3, 2009  
**From:** Kent McPherson      **Subject:** This is an example of the memo  
style written for L<sup>A</sup>T<sub>E</sub>X.  
**Copies:** All others

This is an example of the memo style. Someone at your site will have to modify the file `MEMO.STY` to insert your company name and anything else you may wish to have printed at the top of your memo. For example, we have our company logo printed at the top of our memos.

There are a few items that need to be mentioned in conjunction with this style.

1. You *must* include a blank line following:
  - (a) the `Subject:` line, and
  - (b) the `\memosign` macro.
2. The subject *must* be enclosed in a brace pair.
3. If you do not wish to copy anyone on the memo, delete the `<namelist>` placeholder. The string `Copies:` *must* remain.

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