

# Engineering

## Memo Example

### Memo

**TO:** Engineering manager<sup>1</sup>  
**FROM:** John Smith  
**DATE:** January. 15, 2005  
**SUBJECT:** Technical report on new system spec.'s verification.  
**CC:** Project manager

The purpose of the attached technical report is to provide the details of the findings from the experiment conducted last week to verify the adherence of the newly purchased system to the design specifications. The procedure, results, and conclusions of the experiments are listed in this report.<sup>2</sup>

The system was built by the manufacturer to the specifications supplied by the engineering department. Therefore, a verification of the system adherence to the appropriate specifications had to be performed as the system arrived to our facilities. Tests were planned and setup according to the agreed upon criteria. Following, tests were run and results were collected. In conclusion, the system showed complete adherence to the desired specifications, except the external cosmetics part. A recommendation is provided to overcome this problem with a cost effective solution.<sup>3</sup>

Please provide us with budget limitations and time constraints pertaining to this project so a plan can be put in place to best execute the chosen recommendation.<sup>4</sup>

**Attached:** A complete technical report on system spec.'s verification.<sup>5</sup>

*1: It is important to begin the memo in a formally addressed manner.*

*2: The Organization Problem (O.P.) specifies the purpose of the report.*

*3: The Technical Task (T.T) tells the reader exactly what was done and why.*

*4: Rhetorical Purpose (R.P.) of the memo.*

*5: Don't forget the list of attachments.*