

Fire Department Name

Fire Dept. Address

Fire Dept. Phone



To: Chief James

(Your logo here – optional)

From: Captain Jones

Date: XX November, 2007

Subject: (The topic of your memo)

Add the body of the memo here. Choose the correct spacing and make it look professional. Be careful with spelling and grammar. Be clear and make your point with as few words as you can. Make it something that you would consider submitting to your Chief.

This format for a memo is acceptable. The information above is just an example. All you need to do is fill in the correct information.

Good luck.