***Information Memorandum***

**WHAT IS THIS TEMPLATE FOR?**

To convey information that you want the President to know or that the President requested you to provide. Information memorandum ***doesn’t not*** present issues for decision or action by the President, ***nor*** briefings for upcoming functions.

**INSTRUCTIONAL NOTES**

Please DO NOT copy this cover page, instructional notes and examples between brackets like [this] in your actual memo.

Quality control is the responsibility of each AUC member whose name appears on the memo.

The text should be free of errors of substance and form. Please run the content of your memo by [Grammarly](https://app.grammarly.com/) and refer to [AUC’s editorial style guidelines](https://www.aucegypt.edu/campus-life/services/editorial-style-guide).

Please fill in the information memo below, print it and have it signed as indicated, before submitting it to the President.

**INFORMATION MEMORANDUM**

TO : President

FROM : [Insert name and job title of direct reportee to a Senior Leader]

*………………. [sign here after printing] …………….*

DATE : [Insert date of submitting the memo]

THROUGH : [Insert name and job title of the Senior Leader]

*………………. [sign here after printing] …………….*

CC : [Insert name of relevant offices that are notified of this memo]

SUBJECT : [Insert addressed topic]

[Briefly present the information judged of interest to the President, on any matter.]

**Attachments:**

[Attachments, such as graphs, tables, maps, separate articles, etc… may be useful to present further information beyond that summarized in a page or two in the memorandum. List and describe any attachments separately as drafter deems useful - Examples:]

* Tab 1 - [e.g. Cited article by Professor X from latest edition of The Cairo Review.]
* Tab 2 - [e.g. Related articles by X on the same controversy]

**Memo Drafter:**

By: [Name] [Title] [Office] [Office phone extension and after-hours personal cellphone #]

Date: [Insert date of drafting]

In coordination with: [Name] [Office] [Office phone extension and after-hours personal cellphone #]. [Remove if not applicable].