**INSTRUCTIONAL NOTES**

Please DO NOT copy these 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 action memo by [Grammarly](https://app.grammarly.com/) (<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 action memo below, print it and have it signed by your area head to submit for the President’s signature.

**DEADLINES**

One month in prior to the date of the event is the deadline for invitation letters to ministers and ambassadors or any high profile guests.

Two weeks in prior of the signing deadline is the deadline for MOU and agreements.

**LETTERS DRAFTING GUIDELINES**

* Avoid “On behalf of the American University” and “it gives me great pleasure”
* Avoid "I hope this finds you well"
* Don't refer VIPs to a lower level staff to be their point of contact. ​ (In the letter, we should not ask the VIP to contact a senior position at AUC but ask the VIP to put AUC in touch with a point of contact from his/her side to coordinate with)
* Make it short and more executive; include a draft program and/or brochures about "Topic" in order to save needless verbiage.
* Make the letter less flowery
* Avoid redundancy
* Don't mention information that the addressee already knows about him/herself or his./her business or his/her donation so that the letter doesn’t sound as if it is automatically generated
* Avoid anything that makes it automated
* Avoid needless verbiage
* Don't show off vocabulary
* Avoid " It is with great sadness that I write to you to express" instead please use " Please accept my deepest sympathies/heartfelt condolences"
* Remove (AUC) that is added after The American University in Cairo
* Remove all abbreviations between brackets unless it will show again in the letter in other paragraphs
* Remove "Donor" from the last paragraph "AUC lost one of its very dedicated and committed donors" a bit greedy!
* Use the possessive adjective e.g "our campus"
* Avoid passive voice
* Condolence Letters Template: please drop the phrase:  "There is little one can say..., but."  and begin the last sentence with "Please",  so that it reads:  "Please know that you and your family are in our thoughts and prayers."

**ACTION** **MEMORANDUM**

TO : President

FROM : [Insert name and job title of direct reportee to the Cabinet Member]

*………………. (sign here please after printing) …………….*

DATE : [Insert date of submitting memo to the Cabinet member]

THROUGH : [Insert name and job title of the Cabinet Member]

*………………. (sign here please after printing) …………….*

CC : **[**Relevant Offices (in case the letter is addressed to a government official, Office of the Counselor should be copied in addition to relevant offices)]

SUBJECT : [Example: President’s Signature]

**Recommendation/Action(s):**

*Insert your recommendation.*

*Example #1: “That you sign the attached letter inviting the Minister X to an event*

*Example #2: thanking Minister X for his hospitality during the recent ceremony celebrating xx years of cooperation with AUC.”*

**Background:**

Background: [should briefly describe why the President is signing the letter and a brief about the event itself] OR [should briefly give a brief on the MOU or the agreement, as well as a brief on the partner organization]

*In case you are requesting the President’s signature on an agreement, then the memo must be signed off and cleared by the General Counsel and Chief Compliance Officer using the statement below:*

🞎 This agreement was signed off by *[<<Name>>, << title>>] (sign here please after printing)*

**Attachments:**

* Tab 1 – English draft letter
* Tab 2 – Event program *(if applicable)*
* Tab 3 – *[ in case the same letter was signed last year for the same purpose, it would be useful to attach the signed letter]*

**Decision Record:**

**Approve \_\_\_\_\_\_\_ Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[On a separate page:]

**Memo Drafter:**

*This is important information for the President and all concerned to understand who has initiated the action and takes initial responsibility, along with his/her superiors who may also join in transmitting the action memo.*

Drafter: [Name] [Title] [Office] [desk phone extension and after-hours personal mobile phone #]

Date: [Insert date of drafting]

Coordination: [Name] [Office] [office phone extension and after-hours personal mobile phone #].