



TO
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Deputy Minister
Economic Advancement Canada

From
De

Assistant Deputy Minister
Industry Branch

SUBJECT
OBJET

The subject line of should not exceed two lines,
and the bottom line should be longer than the top line

SECURITY - CLASSIFICATION - DE SÉCURITÉ
PURPOSE - BUT FOR ACTION
FILE - RÉFÉRENCE N04-00000
DATE January 3, 2004

ISSUE

The issue statement sets out what has happened, is happening or will happen to trigger the need for the memo. It should not exceed three or four lines. For details on issue statements, see [Format Guidelines for Memos](#).

BACKGROUND

The Background Section

The background section provides information that will help the deputy minister to understand the issue at hand and its context. However, not all memos require a background section. If that is the case for the memo you are working on, delete the heading “Background”.

Length of a Memo to the Deputy Minister

In many departments, a memo to the deputy minister is limited to two pages. However, there is no limit to the amount of information that can be provided in attached briefing notes. In drafting, aim for a single page of text. Once that page has been formatted with headings, it will come out to two pages.

Attachments

Many types of documents might be attached to the memo. They could include backgrounders, third-party documents and documents for the deputy minister to sign.

To find templates to use with attachments, go back to the templates page for [memos](#), [letters](#) and [briefing notes](#). The button for memos to the deputy minister will lead you to them.

CONSIDERATIONS

The considerations section provides findings, analyses, pros and cons, options and arguments that will lead the deputy minister to see that the recommendation is an advisable response to the issue statement at the beginning of the memo.

Not all memos require a section on considerations. If that is the case for the memo you are working on, delete the heading “Considerations”.

RECOMMENDATION

A memo for action should end with a recommendation. It should state what specifically you want the deputy minister to do in order to achieve a desired outcome. Put yourself in the deputy minister’s shoes. Ask yourself: “If I read this recommendation, would I know what the department wants me to do? Or would I have to decide for myself what I need to do in order to achieve a desired outcome?” If the answer is the latter, then you need to give more thought to the recommendation.

Adele J. Ecklestone

Attachments: 2

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