



Economic Advancement  
Canada

Avancement Économique  
Canada

Deputy Minister

Sous-ministre

**FOR INFORMATION**

Ottawa, Canada  
K1A 0Z0

N03-52385

## **MEMORANDUM TO THE MINISTER**

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

### **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 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 Minister

In many departments, a memo to the 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 minister to sign.

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

## **CONSIDERATIONS**

The considerations section provides findings, analyses, pros and cons, options and arguments that will lead the 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”.

## **CONCLUSION**

A memo for information should end with a conclusion. It should:

- help the minister to see the forest through the trees; or
- answer the question “So what?”; or
- tell the minister what happens next or at what milestone he or she will be briefed again if a problem or process has been presented; or
- do all of the above.

Jean-Pierre Marchand

Attachments: 2

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