

TOOL 15—GENERIC MEMO TEMPLATE

Directions: Print this letter on your program’s letterhead. If you do not have letterhead, use bright paper.

Dear _____,

[Fill in the blank with one of the following: Teacher, School Nurse, School Counselor, Kitchen Staff, Custodian, Principal, or other.]

Here is some timely information about our after-school program that you should know:

OR

I’m happy to share the following information with you:

OR

Just want to keep you posted on the following developments in our after-school program:

[Add your information here. Be sure to keep it to just two or three sentences; no one has time to write or read a lot.]

Please let me know if you would like more information or if you have a suggestion about something we can do to improve our program.

Sincerely,

[Your name, address, telephone number]