

Graphics homework: memo format

TO: Brad Congdon
FROM: writer's name
DATE: the correct date
SUBJECT: informative subject line

[no greeting]

Introduction to chart



[no complimentary close or signature block]

Make sure to include:

- **introduction to the graphic**
- **Label (e.g. Figure 1)**
- **complete title**
- **labeled axes (if necessary)**
- **clear legend (if necessary)**
- **source note**