Memorandum

[File Number]

[Date]

[Addressee or Distr List]

**SUBJECT**

[References: If any, refer to them here.]

1. The left margin is 1.5”, while all other margins are 1”.

a. Indents are 0.5”.

1. Paragraphs are numbered, while subparagraphs are lettered.

2. Font is Times New Roman, 12pt.

ADDITIONAL HEADINGS

3. Additional Headings can be capitalized.

a. Subparagraph Headings. Are underlined, followed by two-spaces.

4. A signature block contains the writer’s name, rank, contact info.

5. Appendices and Annexes are included after the signature block. They are numbered and lettered in accordance with the format shown.

6. Distr Lists are used for multiple addressees. Action requires the addressee(s) to act on the memo, while Information is meant to informed pertinent and relevant parties.

[5 Spaces]

[Name]

[Rank]

[Position]

[Phone number]

[Email address]

1/1 [Indicate page number if more than one page applies.]