DD Mmmmm YYYY

MEMORANDUM FOR ADDRESSEE (for example, CAP NATIONAL COMMANDER or CAP/CC)

 ADDITIONAL ADDRESSEE

FROM: OFFICE SYMBOL (for example, GLR/CC)

SUBJECT: Brief Summary of Contents

1. Enter text for first paragraph. If memorandum contains only one paragraph, then it is not numbered.

2. Enter contents of subsequent paragraphs using same format.

 a. Each subordinate paragraph is indented 5 spaces (or 1/4 inch tab) from preceding superior paragraph.

 b. When subparagraphs are used, there must be two or more of them (i.e. you can’t have an "a" without a "b"). If there is only one subparagraph, then it’s better to make it a main paragraph.

 (1) Additional subordinate paragraph. The same rule applies about needing two or more subparagraphs. The following subparagraphs show the standard number/letter format.

 (a) Additional subordinate paragraph

 1 Additional subordinate paragraph

 a Additional subordinate paragraph

 [1] Additional subordinate paragraph

3. Closing paragraph should summarize desired action (if any) and provide contact information for the memorandum's point of contact.

RELEASING OFFICIAL'S NAME, Grade, CAP

Duty Title

"Attachment:" for one item or "# Attachments:" for more than one

List numbered attachment(s) mentioned in letter, do not number if only one.

"cc:" if courtesy copying others

List others receiving a courtesy copy

"1st Endorsement" if used. If not used, delete along with the other entries below.

"TO: " followed by recipient's office symbol

"Approved / Disapproved" for approving authority's decision

APPROVING AUTHORITY'S NAME, Grade, CAP

Duty Title