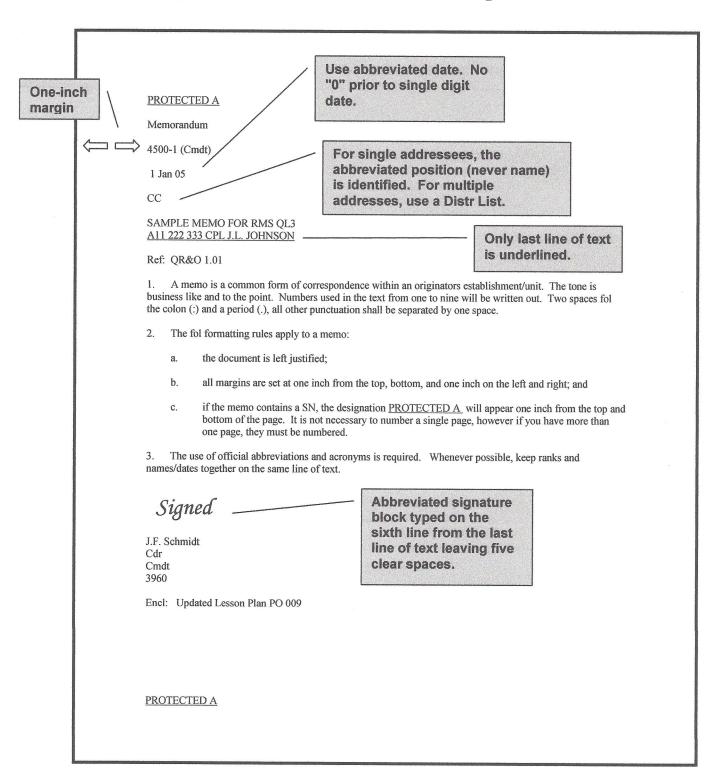
## Sample Memorandum To A Single Addressee



## **Sample Memorandum To Multiple Addressees**

PROTECT	ED A	
Memorand	lum	
4500-1 (Cı	mdt)	
1 Jan 05		The term Distr List
Distr List		is used as the addressee.
	MEMO FOR RMS QL3 33 CPL J.L. JOHNSON	
	QR&O 1.01 L Borden SOP 20-10 (42)	
business li	ke and to the point. Numbers used	ndence within an originators establishment/unit. The tone is in the text from one to nine will be written out. Two spaces fol ation shall be separated by one space.
2. The f	fol formatting rules apply to a mem	0:
a.	the document is left justified;	
b.	all margins are set at one inch fro	om the top, bottom, and one inch on the left and right; and
c.	bottom of the page. It is not nece	lesignation <u>PROTECTED A</u> will appear one inch from the top and essary to number a single page, however if you have more than
	one page, they must be numbered	d.
3. The unames/date		d.  ronyms is required. Whenever possible, keep ranks and
3. The unames/date	ase of official abbreviations and acres together on the same line of text.	d.
Sign J.F. Schmid Cdr Cmdt	use of official abbreviations and across together on the same line of text.	d.
Sign  J.F. Schmid  Cdr  Cmdt  3960	use of official abbreviations and across together on the same line of text.	d. ronyms is required. Whenever possible, keep ranks and  Move Distr List to next
Sign  J.F. Schmid  Cdr  Cmdt  3960	ase of official abbreviations and acres together on the same line of text.  Led  dt	d. ronyms is required. Whenever possible, keep ranks and
Sign  J.F. Schmid  Cdr  Cmdt  3960  Encl: Upd	ase of official abbreviations and acres together on the same line of text.  Led  dt	Move Distr List to next page if not enough