

Sample Memorandum To A Single Addressee

One-inch margin

PROTECTED A

Memorandum

4500-1 (Cmndt)

1 Jan 05

CC

SAMPLE MEMO FOR RMS QL3
A11 222 333 CPL J.L. JOHNSON

Ref: QR&O 1.01

1. A memo is a common form of correspondence within an originators establishment/unit. The tone is business like and to the point. Numbers used in the text from one to nine will be written out. Two spaces fol the colon (:) and a period (.), all other punctuation shall be separated by one space.
2. The fol formatting rules apply to a memo:
 - a. the document is left justified;
 - b. all margins are set at one inch from the top, bottom, and one inch on the left and right; and
 - c. if the memo contains a SN, the designation PROTECTED A will appear one inch from the top and bottom of the page. It is not necessary to number a single page, however if you have more than one page, they must be numbered.
3. The use of official abbreviations and acronyms is required. Whenever possible, keep ranks and names/dates together on the same line of text.

Signed

J.F. Schmidt
Cdr
Cmndt
3960

Encl: Updated Lesson Plan PO 009

PROTECTED A

Use abbreviated date. No "0" prior to single digit date.

For single addressees, the abbreviated position (never name) is identified. For multiple addresses, use a Distr List.

Only last line of text is underlined.

Abbreviated signature block typed on the sixth line from the last line of text leaving five clear spaces.

Sample Memorandum To Multiple Addressees

PROTECTED A

Memorandum

4500-1 (Cmndt)

1 Jan 05

Distr List

The term Distr List is used as the addressee.

SAMPLE MEMO FOR RMS QL3
A11 222 333 CPL J.L. JOHNSON

Refs: A. QR&O 1.01
B. CFSAL Borden SOP 20-10 (42)

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Signed

J.F. Schmidt
Cdr
Cmndt
3960

Encl: Updated Lesson Plan PO 009

Distr List (page 2)

Move Distr List to next page if not enough space available.

1/2

PROTECTED A

Leave a blank line between the page number and the security classification.