AEXX-XXX-XX (RN XX-XX) d Mmmmm 20YY

MEMORANDUM FOR XXX

SUBJECT: Xxxx Xxxx Xxxx

1.  Xxxx.

a. Xxxx.

b. Xxxx.

(1) Xxxx.

(2) Xxxx.

(a) Xxxx.

(b) Xxxx.

2.  Xxxx.

FOR THE DEPUTY CHIEF OF STAFF, GX:

FIRST NAME MI. LAST NAME

Rank, BR [*Delete this line if not military*]

Duty Position Title

CF: