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.

3.  Xxxx.

4.  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: