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. The POC is Xxx.

FIRST NAME MI. LAST NAME

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

Duty Position Title

CF: