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

MEMORANDUM FOR XXX

SUBJECT: Xxxx Xxxxx Xxxxx

1.  Xxx.

2.  Xxx.

a. Xxx.

b. Xxx.

(1) Xxx.

(2) Xxx.

(a) Xxx.

(b) Xxx.

3. The POC is Xxx.

FIRST NAME MI. LAST NAME

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

Duty Position Title

CF:

Controlled by:

CUI Category(ies):

Limited Dissemination Control:

POC: