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.

Controlled by:

CUI Category(ies):

Limited Dissemination Control:

POC:

3. Xxx.

4. The POC is Xxx.

FIRST NAME MI. LAST NAME

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

Duty Position Title

CF: