

MEMORANDUM

1085-10 (Admin O) <- *Originator in brackets*

19 Feb 98 <- *Short date*

CO <-*Full address of addressee not needed.*

MILITARY CORRESPONDENCE <- *Subject capitalized and underlined*

Ref: Telecon CI/Std O 18 Feb 98 <- *Not lettered if only one reference*

1. This is the format for a memo on a blank sheet of paper. This format should be followed for all internal correspondence i.e. within your own squadron.
2. It is requested that this memo be forwarded to the CO.

*<- 7 Spaces. You will see less space used in order to keep memos at one page*

C.D. Speaks

Maj. <- *memos use abbreviations*

DCO

5026 <- *local phone number*

1-1<sup>1/2</sup>"  
Margin

1" Margin

MEMORANDUM

1085-10 (Admin O) <- Originator in brackets

19 Feb 98 <- Short date

Distribution List <- Used if more than one addressee

MILITARY CORRESPONDENCE <- Subject capitalized and underlined

Ref: A. Telecon CI/Std O 18 Feb 98

B. Equipment List (Enclosed)

1-1<sup>1/2</sup>"  
margin

1" margin

1. This is the format for a memo on a blank sheet of paper. This format should be followed for all internal correspondence i.e. within your own squadron.

a. This is how a sub-paragraph fits into the structure of a memorandum.

2. It is requested that this memo be forwarded to the CO.

<- 7 Spaces. You will see less space used in order to keep memos at one page.

C.D. Speaks

Maj. <- memos use abbreviations

DCO

5026 <- local phone number

Annexes:

Annex A An example of an Annex <- Enclosures listed in the references

Appendix 1 An example of an Appendix

DISTRIBUTION LIST <- Used if distribution list appears in addressee block. If entire list will not fit on the first page it will be moved to the next page.

Action

Lt. Williams

Info

WO2 Smith

Sgt. Same