# CUI

**DEPARTMENT OF THE AIR FORCE**

**100TH AIR REFUELING WING (USAFE) ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM**

{{Date: Format as DD Month YYYY, e.g., 07 October 2025}}

MEMORANDUM FOR {{Recipient: Who this is for, all caps}}

FROM: {{Sender: Who the memorandum is from, all caps}}

SUBJECT: {{Subject: Brief subject line of the memorandum}}

1. {{Paragraph 1: Opening statement following USAF Tongue and Quill format}}
2. {{Paragraph 2: Supporting details following USAF Tongue and Quill format}}
3. {{Paragraph 3: Closing statement following USAF Tongue and Quill format}}

{{Name: Full name, all caps}}, {{Rank: Abbreviated rank, e.g., Capt, Maj, Col}}, USAF

{{Duty Title: Official duty title}}, {{Squadron: Squadron name and designation}}