



DEPARTMENT OF THE AIR FORCE  
AIR FORCE EDUCATION COMMAND

29 August 2025

MEMORANDUM FOR ORG/SYMBOL

FROM: ORG/SYMBOL

Organization

Street Address

City ST 80841-2024

SUBJECT: Format for the Official Memorandum

1. This memorandum demonstrates the official format for Air Force correspondence with multiple indorsements. The original request is being forwarded through the chain of command for approval and action.
2. The memorandum follows AFH 33-337 standards for formatting, spacing, and content organization. All elements are positioned according to regulation specifications.
3. This example shows how indorsements are used to document the flow of correspondence through multiple organizational levels, with each indorsing official adding their comments and signature.
4. Please review and provide guidance on the proposed action. If you have any questions, please contact MSgt Smith at 632-8620.

FIRST M. LAST, Rank, USAF  
AFIT Masters Student, Carnegie Mellon  
University  
Organization (if not on letterhead)

1st Ind, 31 MXG/CC

MEMORANDUM FOR 31 FW/CC

1. This request has been reviewed and is approved for forwarding to wing level for final approval.

JANE B. DOE, Lt Col, USAF  
Commander

2d Ind, 31 FW/CC

MEMORANDUM FOR 31 MXG/MXQ

1. Request approved. Please coordinate implementation with all affected units.

ROBERT C. JOHNSON, Col, USAF  
Commander