

DEPARTMENT OF THE AIR FORCE
[YOUR SQUADRON/UNIT NAME]

29 August 2025

MEMORANDUM FOR [FIRST/OFFICE] [SECOND/OFFICE] [THIRD/OFFICE]
[FOURTH/OFFICE] [FIFTH/OFFICE] [SIXTH/OFFICE]

FROM: [YOUR/SYMBOL]
[Your Organization Name]
[Street Address]
[City ST 12345-6789]

SUBJECT: [Your Subject in Title Case - Required Field]

References: (a) [Reference 1: Regulation/Directive, Date, Title]
(b) [Reference 2: AFI/AFH Number, Date, Title]
(c) [Reference 3: Local instruction or guidance]

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]
[Your Official Duty Title]
[Organization (optional)]

2 Attachments:

1. [Description for first attachment, Date]
2. [Description for second attachment, Date]

cc:

[First CC Recipient, ORG/SYMBOL]

[Second CC Recipient, ORG/SYMBOL]

[Third CC Recipient]

DISTRIBUTION:

[ORGANIZATION/SYMBOL]

[Another Organization Name]

[Third Distribution Point]

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