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

31 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]

- 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)]

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