



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, 12345-1234

S: 12 April 2019

ABC-DEF-GH

09 March 2021

MEMORANDUM FOR RECORD

SUBJECT: (U) The creation of memos using \LaTeX

1. (U//FOUO) See paragraph 2-2 (of AR 25-50) for when to use a memorandum.
 2. (U) Single space the text and double space between paragraphs and subparagraphs. Insert two blank spaces after ending punctuation (period and question mark). Insert two blank spaces after a colon. When numbering subparagraphs, insert two blank spaces after parentheses.
 3. (U) When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions using lowercase letters of the alphabet and indent 1/4 inch as shown below.
 - a. (U) When a paragraph is subdivided, it must have at least two subparagraphs.
 - b. (U) If there is a subparagraph "a," there must be a subparagraph "b."
- (1) (U) Designate second subdivisions by numbers in parentheses; for example (1), (2), and (3) and indent by 1/2 inch as shown.
- (2) (U) Do not subdivide beyond the third subdivision.
- (a) (U) Do not indent any further than the second subdivision.
- (b) (U) Use (a), (b), (c), and so forth at this level.

AUTHORITY LINE:

Encl

JOHN W. SMITH
CPT, CY
COMMANDING

ABC-DEF-GH

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AR 25-50

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