



DEPARTMENT OF THE ARMY
205TH MILITARY POLICE BATTALION
1234 CHARLES ROAD
COLORADO SPRINGS, CO 80904

ABC-DEF-GH

13 June 2022

MEMORANDUM FOR RECORD

SUBJECT: Template for Army markdown

1. This memo is a demonstration of Army markdown v. 1.0. It allows you to quickly create memos that will always be perfectly formatted.
2. To create a sub item, simply indent the next line 4 space.
 - a. A subitem is created by indenting 4 spaces beyond the previous level.
 - b. A second subitem within the same item point.
 - (1) Here is a sub sub item
3. Back to the original level.
4. Point of contact is the undersigned available at john.f.ryan@army.mil or (123) 223-3215.

JAMES F. RYAN
PVT, IN
Lost Private