



DEPARTMENT OF THE ARMY
4TH ENGINEER BATTALION
588 WETZEL ROAD
COLORADO SPRINGS, CO 80904

ABC-DEF-GH

12 June 2022

MEMORANDUM FOR RECORD

SUBJECT: Template for Army markdown

1. This memo is a demonstration of what.
2. This item contains sub items.
 - a. A subitem is created by simply 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 blah blah blah.

JOSEPH C. SCHLESSINGER
1LT, EN
Platoon Leader