



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

OFFICE SYMBOL

Date

MEMORANDUM FOR U.S. Army Command and General Staff College (ATZL), 100
Stimson Avenue, Ft Leavenworth, KS 66027-1352

SUBJECT: Using and Preparing a Memorandum

1. See paragraph 2-2 (of AR 25-50) for when to use a memorandum.
2. 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. 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. When a paragraph is subdivided, it must have at least two subparagraphs.
 - b. If there is a subparagraph "a," there must be a subparagraph "b."
 - (1) Designate second subdivisions by numbers in parentheses; for example (1), (2), and (3) and indent by 1/2 inch as shown.
 - (2) Do not subdivide beyond the third subdivision.
 - (a) Do not indent any further than the second subdivision.
 - (b) Use (a), (b), (c), and so forth at this level.

AUTHORITY LINE:

4 Encls
1. Enclosure 1

JOHN W. SMITH
Colonel, GS
Chief of Staff

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SUBJECT: Using and Preparing a Memorandum

- 2. Enclosure 2
- 3. Enclosure 3
- 4. Enclosure 4

CF:

Director, Tactics Division