



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:

2 Encls  
1. Enclosure 1

JOHN W. SMITH  
Colonel, GS  
Chief of Staff

*OFFICE SYMBOL*

*Date*

*SUBJECT: Using and Preparing a Memorandum*

2. Enclosure 2

CF:

Director, Tactics Division