

DEPARTMENT OF THE AIR FORCE
[YOUR SQUADRON/UNIT NAME]

28 September 2025

MEMORANDUM FOR [FIRST/OFFICE] [SECOND/OFFICE] [THIRD/OFFICE]
[FOURTH/OFFICE] [FIFTH/OFFICE] [SIXTH/OFFICE]

FROM: [YOUR/SYMBOL]
[Your Organization Name]
[Street Address]
[City ST 12345-6789]

SUBJECT: [Your Subject in Title Case - Required Field]

[FIRST M. LAST, Rank, USAF]
[Your Official Duty Title]
[Organization (optional)]