



DEPARTMENT OF THE AIR FORCE  
YOUR SQUADRON HERE

23 November 2025

MEMORANDUM FOR ORG/SYM

FROM: ORG/SYMBOL  
ORGANIZATION  
Street Address  
City St 12345-6789

SUBJECT: Comply without pain — markdown to official memo

1. Write your paragraphs here. Separate them with two new lines.

FIRST M. LAST, Rank, USAF

AIM HIGH