



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

9 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]

References: (a) [Reference 1: Regulation/Directive, Date, Title]
(b) [Reference 2: AFI/AFH Number, Date, Title]
(c) [Reference 3: Local instruction or guidance]

1. test 123
2. 1. nested 1
2. nested 2
- bullet 1
- bullet 2

1. This is the main body of the memorandum. Use this space to clearly and concisely communicate your message.

1. test 123
2. 2. fdsa
1. nested 1
2. nested 2
- bullet 1
- bullet 2

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

2 Attachments:

1. [Description for first attachment, Date]
2. [Description for second attachment, Date]

cc:

[First CC Recipient, ORG/SYMBOL]

[Second CC Recipient, ORG/SYMBOL]

DISTRIBUTION:

[ORGANIZATION/SYMBOL]

[Another Organization Name]

[Third Distribution Point]

1st Ind, [REVIEWING/OFFICE]

MEMORANDUM FOR [NEXT/OFFICE]

1. [First indorsement body text. This is where the reviewing office adds their comments, recommendations, or approval. Indorsements are automatically numbered as “1st Ind”, “2d Ind”, etc.]

[REVIEWER NAME], [Rank], USAF
[REVIEWER TITLE]

2d Ind to [ORIGINAL/SENDER], 09 Sep 2025, [Original Subject]

[FINAL/AUTHORITY]

09 Sep 2025

MEMORANDUM FOR [ORIGINAL/SENDER]

1. [Final indorsement text. This indorsement uses separate page format, commonly used when returning to the original sender with final approval or disapproval.]

[FINAL OFFICIAL, Rank, USAF]
[Final Authority Title]