OFFICE SYMBOL 4 May 2013

MEMORANDUM FOR RECORD

SUBJECT: This is an example of a memorandum from JoiningtheArmyHQ.com

1. This is the first paragraph of 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 ¼ inch as shown below.

a. When a paragrah 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 number in parentheses; for example, (1), (2), and (3) and indent ½ 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.

4. You might want to put your contact information here that says: The POC for this memorandum is the undersigned and can be contacted through email at [admin@joiningthearmyhq.com](mailto:admin@joiningthearmyhq.com) or phone at (123) 123-4567.

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