01 Aug 14

%

**MEMORANDUM**

%

From:\*\*MIDN 1/C Leonelli, Battalion Commander

To: LT Smith, Class Advisor

%

Subj: PROPER FORMAT FOR MEMOS

%

Ref: (a)\*If applicable

 (b)\*If not applicable, delete reference section

%

Encl: (1)\*If applicable, if not, delete Encl section

 (2)\*All references, enclosures, subj lines should line

 up appropriately

%

1.\*\*This is what proper memo format should look like, with caps and spacing as appropriate. “\*” indicates a space and “%” indicates a skipped line.

%

\*\*\*\*a.\*\*Further elaboration of points are listed below as letters.

%

2. Any questions let me know.

%

%

%

 J. M. LEONELLI

 *(sign above your name)*