



DEPARTMENT OF THE ARMY
229th MILITARY INTELLIGENCE BATTALION
CAMP VICTORY
APO AE 09342

REPLY TO
ATTENTION OF:

<OFFICE SYMBOL> (of Sender)

July 19, 2023

MEMORANDUM FOR <Office expected to complete action>

SUBJECT: <Subject> (use only one subject and write the subject in 10 words or less)

1. Open with a short, clear purpose sentence.
2. Put the recommendation, conclusion, or most important information (the main point) next.
3. Clearly separate each major section. Use paragraphs, headings, or sections.
4. When appropriate, a point of contact (POC) line will be the last line of the body of the correspondence.

JOHN A. ARMY
<RANK>, <ORG>
<Position>