22 January 13

*[space]*

MEMORANDUM

*[space]*

From: Battalion Administrative Officer *(Use title)*

To: Battalion

Via: *(Use this if you are send your memo through someone in your chain)*

*[space]*

Subj: PROPER MEMO FORMAT *(Use all capital letters)*

*[space]*

1. This example shows how memos should be formatted within the Battalion. It conforms to the standards for Department of the Navy memoranda set in the Naval Correspondence Manual.

2. There are TWO spaces after the period at the end of a sentence.

3. You will notice that this memo is not signed with “Respectfully” or any other salutation. Superiors writing to subordinates and peers writing to one another do not need to use salutations, only the first and middle initials with last name in all capital letters. Subordinates writing to superiors, however, should write “Very Respectfully” after skipping one line after the last paragraph. Three lines should be skipped after the salutation before writing the first and middle initial with last name in all capital letters. Salutations and names should begin at the center of the page.

*[space]*

*[space]*

*[space]*

E. X. Ample