

Format of the Official Memorandum



DEPARTMENT OF THE AIR FORCE
[APPROVED ORGANIZATIONAL LETTERHEAD]

[1.75 inches from top of page; flush with the right margin] 15 January 2014

MEMORANDUM FOR ORG/SYMBOL ¶ [Second line below date]

FROM: ORG/SYMBOL ¶ [Second line below MEMORANDUM FOR]
Organization
Street address (see paragraph 4)
City ST 12345-6789 (see paragraph 4)

SUBJECT: Format for the Official Memorandum ¶ [Second line below FROM]

References: (a) AFM 33-326, 25 November 2011, *Preparing Official Communications*. ¶
(b) DoDM 5110.04-M-V2, October 26, 2010, *DoD Manual for Written Material*. ¶

1. Use only approved organizational letterhead for all correspondence. This applies to all letterhead, both pre-printed and computer generated. Reference (a) details for the format and style of official letterhead such as centering the first line of the header 5/8ths of an inch from the top of the page in 12 point Copperplate Gothic Bold font. The second header line is centered 3 points below the first line in 10.5 point Copperplate Gothic Bold font. ¶
2. The standard location for the date element is 1.75 inches from the top of the page and flush with the right margin whether it is placed by word processor, typewriter, or date stamp. ¶
3. Place "MEMORANDUM FOR" on the second line below the date. Leave two spaces between "MEMORANDUM FOR" and the recipient's office symbol. If there are multiple recipients, two or three office symbols may be placed on each line aligned under the entries on the first line. If there are numerous recipients, use a "DISTRIBUTION" element. ¶
4. Place "FROM:" on the second line below the "MEMORANDUM FOR" line. Leave two spaces between the colon in "FROM:" and the originator's office symbol. The "FROM:" element contains the full mailing address of the originator's office unless the mailing address is in the header or if all the recipients are located on the same installation as the originator. ¶
5. Place "SUBJECT:" in uppercase on the second line below the last line of the FROM element. Leave two spaces between the colon in "SUBJECT:" and the subject. Capitalize the first letter of each word except articles, prepositions, and conjunctions (this is sometimes referred to as "title case"). Be clear and concise. If the subject is long, try to revise and shorten the subject; if shortening is not feasible, align the second line under the first word of the subject. ¶
6. Body text begins on the second line below the last line in the subject element and is flush with the left margin. If the Reference element is used, then the body text begins on the second line below the last line of the Reference element. ¶

