01 Aug 14

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**MEMORANDUM**

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

To: LT Smith, Class Advisor

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Subj: PROPER FORMAT FOR MEMOS

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Ref: (a)\*If applicable

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

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

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

up appropriately

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

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

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2. Any questions let me know.

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J. M. LEONELLI

*(sign above your name)*