

(this date format, aligned right)

--> 19 Sep 00

MEMORANDUM (do not skip a line after date)

From: BCO

To: Battalion

Via: (use this if you are sending your memo through someone in your chain)

Subj: PROPER MEMO FORMAT (use all capital letters)

Ref: (a) [SECNAVINST 5216.5D](#) (use this line if you refer to an official document)

Encl: (1) [Figure 2-1](#). Standard Letter -- First Page  
(2) [Figure 2-2](#). Standard Letter -- Second Page  
(3) [Figure 2-19](#). Plain-Paper "From-To" Memorandum

1. This example shows how memos should be formatted within the battalion.

It conforms to the standards for Department of the Navy memoranda set forth

in reference (a). Official examples are included as enclosures (1), (2), and

(3). If you use a reference or have enclosures, you should mention them in

the body of the memo as in the previous sentence.

## 2. Margins

a. Have one inch margins on all sides.

b. When you use subsections like this, take four spaces in from the margin before the first letter. Let the following lines carry down to the margin.

Skip a line between sections as I have done here.

(1) If your memo has paragraphs with different subjects, you can set them apart by underlining the subject at the beginning of the paragraph as I did for this one.

(2) There are eight spaces between the margin and the (. There is only one space between the ) and the first letter.

c. There are two spaces between the period after the letter and the first letter of the sentence.

3. There are other guidelines you need to follow.

a. Don't start a new paragraph (a new numbered section) at the bottom of the page unless you can carry at least two lines over to the next page.

b. Don't number the first page, but number the second and later pages in the bottom center of those pages.

PROPER MEMO FORMAT

5. If you have more than one page, on the first line of the following pages you need to write the subject again in all capital letters and then skip a line before continuing the memorandum.

6. 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 two initials and 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 two initials and last name in all capital letters. Salutations and names should begin at the center of the page.

7. Use the "Copy to:" section if copies of your memo need to go to people other than those in the "To:" section. You would use this if someone were getting your memo only for informational purposes. For instance, if you were working on a project with another squad, you might send a memo to your platoon commander and send a copy to the other squad leader to keep him/her informed. This will probably be used rarely.

8. This information is taken from the Naval Correspondence Manual, reference (a).

You can look at it in the Admin Office or download it from the battalion website if you have specific questions.

*(skip one line here)*

Very respectfully,

*(Three blank lines here if you are going to print it out, otherwise don't skip this line)*

N. D. LUTHER

MIDN 1/C USNR

*(Title, if applicable)*

Copy to:

Battalion website