

MEMORANDUM FOR SECRETARY OF STATE

SUBJECT: Sample of an Unclassified Memo Signed by the Secretary of Defense Containing a Multi-line Subject Line

Use a memorandum for correspondence within the Department of Defense (DoD), to the President and the White House staff, and to send routine material to other Federal Agencies. Use a memorandum, formatted similar to this sample, to forward information, direction, or a request from the Secretary of Defense, Deputy Secretary of Defense, or Executive Secretary to an addressee(s) within DoD or to other Federal Agencies.

Use letterhead stationary appropriate to the signee; use bond paper for succeeding pages. Single space paragraphs and do not justify right margins. Double-space between paragraphs and bullets and between lines in memorandums of a single paragraph of eight lines or less. Do not use a complimentary close for memorandums.

Margins should be 2 inches from the top and 1 inch side and bottom margins on the first page. For succeeding pages, use 1 inch margins on all sides. Use Times New Roman, 12 pitch font. Indent paragraphs one half inch from the left margin.

When a subparagraph is needed, use bullets, numbers, or lower case letters.

- Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.
- Avoid using references.
- Try to refrain from using one sentence paragraphs.

For second and succeeding pages, place the page number at the bottom center of the page at least one double space below the last line of text and 1 inch from the bottom of the page.

Insert MEMORANDUM FOR 2 inches from top margin, using a title in lieu of an individual's name. If more than one line is required for an addressee, indent the second line an additional two spaces so that the first character of the indented line is below the third character of the addressee title on the line immediately above.

Type SUBJECT: one double space below the last line of the address line. Include two spaces after the colon. Briefly describe the memorandum's content, capitalizing the first word

and all principal words. If more than one line is required, begin succeeding lines aligned below the first word in the subject line.

Begin the body one double space below the subject line. Speak directly to the reader. Use the active voice and clear conversational language. Keep the tone polite and professional, even if the message is bad news. Convey the message in complete, but succinct paragraphs; try to restrict them to no more than 15 lines. Organize the information by presenting the most important first, unless background is necessary for the reader to understand the main point. Supporting detail should follow.

Use attachments to provide additional information. Insert Attachment(s): approximately five lines below the last line of text and at the left margin. The next line will indicate if the attachment is “As stated” or state the title of the attachment. The courtesy copy line (cc:) is placed one double space below the attachment line.

Attachment:
As stated

cc:
The Vice President
USD(Policy)