HEADQUARTERS (or unit)
U.S. VOLUNTEERS-JOINT SERVICES COMMAND
STREET ADDRESS
CITY, STATE zip + four

**Regional
or Bde
Coat ofArms**

(1)
(2) OFFICE SYMBOL (FILE NUMBER)   day month year
(1)
(2)
(3) **MEMORANDUM FOR SEE DISTRIBUTION**
(1)
(2) **SUBJECT:** Preparing a Formal Memorandum for See Distribution
(1)
(2)
(3) 1. This is an example of how to prepare a formal memorandum FOR "SEE
DISTRIBUTION," used when there are more than five addressees. This will be
used when corresponding to a subordinate, equal or higher headquarters at
an external location. It may also be used for formal appointments or
assignments within the headquarters.
(1)
(2) 2. When an address is continued on a second line it begins two spaces in
from the beginning of the addresses. Addresses may be typed in all upper or
upper and lower case, but do not mix styles. If the SUBJECT is more than
one line long the second line begins flush with the left margin. The date
will be in military style.
(1)
(2) 3. Each paragraph is numbered. If there is only one paragraph it will not
be numbered, and will be started flush with the left margin. Font is
recommended to be Arial or Times New Roman, not greater than 12 point, or
less than 10 point. Margins should be one (1) inch.
(1)
(2) AUTHORITY LINE AS APPROPRIATE:
(1)
(2)
(3)
(4)
(5) Encl(s)if appropriate)   SIGNATURE BLOCK
                                        Rank, branch, USV-JSC
                                        Your title

(1)
(2) **DISTRIBUTION:**
     First Addressee
     Second Addressee
     Third Addressee
     Etc….
(1)
(2) CF: (if appropriate)