**Department of the Army**

Charlie company, 2nd Battalion, 11th infantry regIMent

6649 Vibbert avenue

FORT BENNING, GEORGIA 31905-6221

S: 22 1000 FEB 2016

ATSH-TPB-C 18 February 2016

MEMORANDUM FOR 3rd Platoon (PLT) Cadre

SUBJECT: Introduction Letter, 2LT Stu D. Rainjer

1. Insert paragraph one here…these paragraphs should be written in Arial font, size 11. The paragraphs will be single spaced with a space between each paragraph.

2. Insert paragraph two here…you do not need to write five paragraphs, or you may write 12 paragraphs. It doesn’t matter. Just make sure you use the correct format. Removing the highlighting. Those are things you definitely need to change.

3. Insert paragraph three here... Only sub-paragraphs receive an indentation for this memorandum format. Keep the main, numbered paragraphs left justified.

4. Insert paragraph four here... Reference the Army regulation, if you will be using two pages. Ensure that the pages are numbered and have a heading that matches AR 25-50. There are lots of example memorandums. Choose the example that best suits your requirement. The regulation is a guideline for professional correspondence formatting, but cannot cover every single professional writing scenario. Apply your best judgement in the completion of this writing assignment.

5. Insert paragraph five here…Try to avoid passive voice. Write. Review. Edit your essay. Re-read three times for typos. Good luck!

AUTHORITY LINE:

Encl STU D. RAINJER

2LT, IN