August 30, 2021

**MEMORANDUM FOR:** xxx

**THRU:** xxx

**FROM:** xxx.

**SUBJECT:** xxx.

1. This is the memorandum template
2. This should be used for any internal or external AFJROTC correspondence initiated from AL-934
3. Any questions regarding this memorandum should be addressed to the undersigned at [xxx@bessk12.org](mailto:xxx@bessk12.org).

Very respectfully,

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