MEMORANDUM FOR GENERAL WALKER, CHIEF OF STAFF
LIEUTENANT COLONEL SINGH, FIELD DIRECTOR LOGISTICS
CORPORAL BROWN, GENERAL COUNSEL

FROM: SARA SMITH, FIELD ENGINEER
Field of Operations Headquarters

SUBJECT: Compose a Title that is Brief and Describes the Content

(c) include any articles you use to develop your recommendation

1. This section is the summary. Include the information required by your Military Memorandum guide in Assignment part 1.1 Reading. This will include your thesis statement.

2. This section is the analysis, it will be completed for the final assignment.

![Figure 1: The effect of weather on UFO sightings](UNC Writing Center, 2019)

a. Include one sub-paragraph space, to accommodate a longer analysis section. Use this space to describe why you decided to use the type of graphic you included in your document. What can the type of graphic you are using show that is important to your document’s point.
3. This section is the conclusion, Which will be concluded at a latter time

Sara T. Smith
SARA T. SMITH, Lieutenant, U.S. Military
Field Engineer, Field of Operations

Attachments:
1. Questions for Assignment and Responses.

cc:
Organization name or individual name 1
Organization name or individual name 2
Attachment 1: Questions for Assignment and Responses.

1. What problem you have been asked to address? While you are using statistics to support a particular answer, the question and the outcome that is being sought from you (below) are not numeric. You need to describe the question and outcome sought in plain language.

Answer the question here.

2. What is the answer that is being sought from you? or What the outcome is you are supposed to have in writing this memorandum?

Answer the question here.

3. What statistical approach will you use to address this problem? AND Why does this approach provide you insight into addressing the problem?

Answer the question here.

4. Who you have been asked to address this memorandum to? (Find the person's name and official title.)

Answer the question here.

5. What each of the addressees is likely to need from reading the memorandum. (This is a critical thinking exercise, ask yourself what the addressees' responsibilities are and use that to think about what they need to know from you.)

Answer the question here.