Day Month Year

MEMORANDUM FOR RECORD

FROM: C/Rank Last\_Name

SUBJECT: Reason for Writing MFR

1. The purpose of this MFR is to provide an example of the correct MFR Formatting. This template can be found on member’s corner.

2. Explanation of why you are writing the MFR goes here. Be sure to follow the Tongue and Quill AFH 33-37, which can be found on member’s corner.

3. If you have any questions about this MFR, I can be reached at youremail@gmail.com or XXX-XXX-XXXX.

 //SIGNED//

FIRST MI. LAST, C/Rank

Position, 3rd AFROTC Cadet Wing

GMC Example:

//SIGNED//

AXIT I. GARCIA, C/4C

GMC, 3rd AFROTC Cadet Wing

POC Example:

//SIGNED//

AXIT I. GARCIA, C/Capt

Bravo Flight Commander, 3rd AFROTC Cadet Wing