**STATE OF CALIFORNIA – MILITARY DEPARTMENT**

**HEADQUARTERS, CALIFORNIA CADET CORPS**

10 Sonoma Avenue Building 1301

Camp San Luis Obispo, California 93405

CACC-HQ-S1 21 January 2017

MEMORANDUM THRU

C/CPT Brett G. Miller, S1, 10th Corps, California Cadet Corps, 10

Sonoma Ave, Building 1301, Camp San Luis Obispo

C/CPT James D. Wright, S3, 10th Corps, California Cadet Corps, 10 Sonoma Ave,

Building 1301, Camp San Luis Obispo

FOR C/COL Johnny K. Dett, Commander, 10th Corps, California Cadet Corps, 10 Sonoma Ave Building 1301, Camp San Luis Obispo

SUBJECT: Preparing a MEMORANDUM THRU With Two Addressees

1. A MEMORANDUM THRU is used to keep the THRU addressees informed or give the opportunity to comment or concur. Prepare a dual or multiple-address memorandum as shown here.

2. Do not address memorandums to more than two THRU addressees unless it is absolutely necessary.

3. Point of contact for this memorandum is the undersigned at (123) 456-7890 or via email at ivan.mendoza@cadet.org.

(signature goes above signature block)

IVAN MENDOZA

MAJ, CACC

S1, HQCACC