

**U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, DC 20250**

**SECRETARY'S MEMORANDUM XXXX-XXX**

**Date**

**Title**

1. PURPOSE

The text should align under the indent level of the current sublevel.

a. XXXX

b. XXXX

(1) XXXX

(2) XXXX

(a) XXXX

(b) XXXX

1 XXXX

2 XXXX

a XXXX

b XXXX

/s/Name of Secretary  
Secretary of Agriculture