

Objective Memo Format

MEMORANDUM

To:
From: Examinee
Date:
Re:

Memo Caption

INTRODUCTION

Short
Introduction

STATEMENT OF FACTS

Statement of Facts
*(only include when
instructed)*

DISCUSSION

I. Heading

A. Sub-Heading

B. Sub-Heading

II. Heading

III. Heading

Legal Analysis
with Topic Headings
*(include sub-headings
as needed)*

CONCLUSION

Short Conclusion