

# Persuasive 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. Point Heading**

#### **A. Sub-Heading**

#### **B. Sub-Heading**

### **II. Point Heading**

### **III. Point Heading**

Legal Argument with persuasive Point Headings  
*(include sub-headings as needed)*

## **CONCLUSION**

Short Conclusion