**M E M O R A N D U M**

**TO**: Supervising Attorney

**FROM**: [Student name]

**RE**: LP Assignment

**DATE:**

**FACTS:** [Include the facts that are necessary to your answer. In most memos, the facts are written in chronological order.]

**QUESTION/ISSUE:** [You may have more than one QUESTION/ISSUE and ANSWER for an assignment.]

**ANSWER:** [Your answer should include one or more statements of law with BlueBook citations, an application or analysis of the law to the facts, and a conclusion. In other words, you are following the Legal Writing pattern IRAC: **I (Issue), R (Rule), A (Application or Analysis), and C (Conclusion).**]

\*Use APA style formatting: 1-inch margins, Times New Roman size 12 font, double-space.

\*Use Bluebook citation.