

# MEMO

**From:** Your Name                      XYZ  
**cc:**                      Name                      ABC  
**Date:**                      Date                      XX-XX-XXXX  
**Re:**                      Subject                      SAMPLE

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# Guidelines For Writing A Memo

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and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout

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**A Guide to Legal Analysis, Research and Writing** Layne Russell, 2000 This Legal Research and Writing text is designed for paralegal legal assistant studies programs in colleges and universities at both the associate degree and the baccalaureate levels It is anticipated that users of such text will introduce the matter in the student s first or second semester once the student has entered his her core courses or requirements

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