

[Home](#) > Interoffice Memorandum
Template

INTEROFFICE MEMORANDUM

To: Name of Your Supervisor

From: Your Name

Date: January 10, 2000

Re: Melissa Peters (Your client's
name, or other *information*)

ASSIGNMENT

Review authorities provided to determine
probable answers to the issues.

FACTS

Our client, Melissa Peters, was in a car
accident. After being taken to the hospital,
surgery was performed by Dr. Mel
Practice. During the course of the surgery,
a sponge...

ISSUES

1. Is the doctor *liable* for the negligent acts

