

# € TRAINING

Drafting Legal Memorandum and  
Correspondence

A photograph of four smiling professionals in a meeting. A woman in a black top and necklace is in the foreground, looking towards the camera. Behind her are three other people (two men and one woman) in white shirts, looking towards the right. The background is a bright, modern office setting.

9 - 13 December 2024  
Kuala Lumpur (Malaysia)



# Drafting Legal Memorandum and Correspondence

REF: U786 DATE: 9 - 13 December 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction:

This training program is designed to provide legal professionals with the essential skills and knowledge needed to draft clear, concise, and effective legal memoranda and correspondence. It empowers them to produce high-quality legal documents that meet professional standards and enhance their legal practice.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the key elements of effective legal writing.
- Develop proficiency in drafting clear and concise legal memoranda.
- Learn techniques for writing professional legal correspondence.
- Gain insights into structuring legal arguments and analysis.
- Enhance capabilities in revising and editing legal documents for clarity and accuracy.

## Targeted Audience:

- Junior and Mid-level Attorneys.
- Paralegals.
- Legal Assistants.
- Law Clerks.
- Legal Researchers.

## Program Outline:

### Unit 1:

#### Fundamentals of Legal Writing:

- Introduction to legal writing principles and their importance.
- Identifying the audience and purpose of legal documents.
- Strategies for achieving clarity and precision in legal writing.

- Common pitfalls and how to avoid them in legal writing.
- Examples of effective legal writing styles.

## Unit 2:

### Drafting Legal Memoranda:

- Structuring a legal memorandum: headings, issues, rules, analysis, and conclusion.
- Techniques for presenting legal analysis logically and coherently.
- Best practices for organizing facts and legal arguments.
- Drafting a sample legal memorandum as an exercise.

## Unit 3:

### Writing Professional Legal Correspondence:

- Overview of different types of legal correspondence client letters, demand letters, opinion letters.
- Crafting clear, professional, and courteous legal letters.
- Addressing tone, format, and content tailored to different recipients.
- Practical exercise: Writing and peer-reviewing various types of legal correspondence.
- Techniques for maintaining professionalism and ethical standards in legal correspondence.

## Unit 4:

### Structuring Legal Arguments and Analysis:

- Methods for structuring persuasive and logical legal arguments.
- Integrating legal precedents and authorities to support arguments.
- Techniques for drafting comprehensive and compelling legal analysis.
- Common logical fallacies and how to avoid them.
- Real-world examples of successful legal arguments.

## Unit 5:

### Revising and Editing Legal Documents:



- Importance of revising and editing in legal writing.
- Techniques for identifying and correcting common errors.
- Enhancing the clarity, coherence, and readability of legal documents.
- Tools and resources for effective legal document revision.