

Aan
Van
Datum
Betreft

Memorandum

Inleiding

In dit voorbeeld memorandum worden verschillende aspecten belicht die relevant zijn voor het schrijven van een memorandum. Een memorandum, verkort een memo, is een juridisch document dat vaak wordt gebruikt in de praktijk om juridische vraagstukken te analyseren en juridisch advies te geven. In een memo zet je alle juridische aspecten over een zaak, vraag of kwestie gemotiveerd uiteen.

Het begrijpen en kunnen schrijven hiervan is een cruciale vaardigheid in de juridische praktijk en vergt oefening. Hieronder volgt een uitleg over hoe je er een kunt opstellen, met speciale aandacht voor het doel en de structuur.

Het schrijven van een memo heeft als doel om complexe juridische informatie helder en bondig over te brengen aan bijvoorbeeld jouw patroon of cliënt.

Structuur van een memo

Kop

In de regel hanteert een memo een gestandaardiseerde structuur om de informatie logisch te ordenen. Dit voorbeeld memo volgt een typische opbouw van een juridisch memo. Bovenaan het memo zijn de essentiële gegevens opgenomen, zoals de verzender, de ontvanger, de datum en het onderwerp van het memo.

Inleiding

In de inleiding wordt helder uiteengezet welke vraag in het memo centraal staat. Daarnaast bevat de inleiding een beknopte samenvatting van de voornaamste bevindingen en conclusies. Hierdoor krijgt de lezer een overzicht van wat hij kan verwachten.

Juridisch kader

In het memo wordt de juridische kwestie beschreven die centraal staat. In het juridisch kader maak je gebruik van relevante wetgeving, jurisprudentie en literatuur¹.

Juridische analyse

Het juridisch kader wordt gevolgd door een juridische analyse. In deze analyse wordt het recht toegepast op de feiten.

Conclusie/Advies

Het memo sluit je af met een conclusie. Formuleer een duidelijke conclusie op basis van je analyse. Geef advies of geef aan welke juridische stappen moeten worden ondernomen om het juridische probleem op te lossen.

Conclusie

Op grond van bovenstaande heb je inzicht gekregen in het doel en de structuur van een memo. Wij hopen dat dit je helpt bij het schrijven van je eigen memo.

¹ Het memo bevat bronnen in de vorm van voetnoten, zodat de lezer de gebruikte informatie kan controleren.

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