

value1 value2 john hunter
02/28/2020 1 day

LAST INTERACTION: last iteration

PARTICIPANTS

<i>us, them and everyone else</i>	<i>mexico, canada</i>
-----------------------------------	-----------------------

KEY OBJECTIVES

1. to win
talking point a; talking point b; talking point c
strategery
2. second topic title:
 - yes this is good
 - eh, fairly weak
 - make sure you do NOT talk about donuts

WATCH OUT FOR/IF RAISED

1. if they say anything about donuts ...
argument 1

Attachment(s):
2020, CAN, MEX, PNG
All Audiences, U.S. Department of State



john hunter
02/28/2020

Approved: [Bureau] – [Name] [Enter initials of approving principal]
Bureau's front office MUST approve the memo.

UNCLASSIFIED//FISA

Classified by: (bureau) (full title) (name)
E.O. 13526, Reason(s): 1.4 (justification section), (justification section), and (justification section)
Declassify on: 02/28/2020

Drafted: [Bureau/Office] – [Name], ext. 7-1234 and home/cell: ###-###-####
The drafter must include his/her full name, telephone extension, and after hours contact information.

Cleared: D: [name] [required clearance]
P: [name] [required clearance]
S/P: [name] [required clearance]
Other clearances as necessary, depending on subject matter covered.

Types of clearances

(OK) [Means they cleared]
(Info) [Means paper was sent for informational purposes only]
(Info by Request) [Only if specified by clearer]
(No response) [Means clearance was requested but not received by deadline]