

Short Report Template

[Title of Report]

To: [Recipient's Name, Job Title]

From: [Your Name, Job Title]

Date: [Date of Submission]

Subject: [Brief Description of the Report Topic]

Introduction

Provide a brief overview of the report's purpose and background. This section should explain why the report is being written and give a quick summary of the main topic or issue.

Findings

List the main points, observations, or findings related to the topic. Use bullet points or numbered lists for clarity.

- **Finding 1:** [Description of finding 1]
- **Finding 2:** [Description of finding 2]
- **Finding 3:** [Description of finding 3]

Recommendations

Suggest actions based on the findings. This section provides practical steps or strategies to address the issues discussed in the findings.

- **Recommendation 1:** [Action to resolve or improve finding 1]
- **Recommendation 2:** [Action to resolve or improve finding 2]

Conclusion

Summarize the report's main points and emphasize the importance of the recommended actions. Conclude with a brief statement on the anticipated outcome if recommendations are implemented.