**Recommendation**

**Memorandum**

**(Sample format)**

**Heading**

To:

From:

Subject:

Date:

**Executive Summary**

What is the issue? Why is a decision needed? What key information is contained in this memorandum? What course of action is recommended?

**Problem description**

What is the nature of the problem/issue?

**Options/Recommendation**

What are the plausible courses of action, along with the pros and cons of each? What are the risks and potential opposition that might result from choosing an option? Your recommended course of action and why. What resources would be necessary to implement your recommendation? Who would be helped and who would be hurt by your proposal?

**Conclusion**

Summary of main points

**References page (not included in page length)** in APA format