

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