

Appendix D

MEMO

[ORGANIZATION]

To: [Recipient names]

From:

CC: [Recipient names]

Date: [Pick the date]

Re: [Subject]

Comments: [Your comments]

Sample Structure

- Introduction (*if longer*)
- The question(s) you were asked to look into
- In what ways did you look into it, what sources did you use
- **What you learned**
- Additional thoughts
- Conclusions