

Date: [The date that you prepared the report]

To: Helena Citizens' Council

From: [The authors of the report. Please list individual names in addition to team name (if any)]

Re:

Introduction

[The body of the introduction should contain a brief summary of the issue(s) or project and the reason why the issue was investigated or brought to the attention of the HCC. It may be helpful to review your memo to see if you have identified the relevant who, what, how, why, when, and where.]

Findings and Conclusions

Recommendation(s)

[List the specifics of your recommendation.]

- bullets
- positively framed requests

Positive Outcomes

Fact finding information and activities addendum [Feel free to attach additional information for background information or clarification (e.g., people contacted and resulting information, cost-related information, relevant data or any other information that you or your team feels would clarify the issues and the rationale for your recommendation).]