Executive Summary

[Report or proposal title]

Prepared for	[Name or group]	**Prepared by**	[Name]
Date	[Month day, year]	**Decision by**	[Date]

The issue

[What this is about and why it matters now, in two sentences.]

What we found

[First finding, with the figure that supports it.]

[Second finding.]

[Third finding.]

What we recommend

[The recommendation in one or two sentences.]

Cost and benefit

Cost	Expected benefit	Timeframe
[Amount]	[Result]	[Period]

Next step

[The specific decision or action needed, from whom, and by when.]