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Business memo examples to students

Your colleagues will appreciate your effort to make the memo simple to understand, which will increase the chances of your message getting across effectively. End with a Call to Action: Specify next steps or required actions. We are actively working on addressing these issues and remain committed to keeping the project on track. What Is a Business Memorandum? The key is to set goals and stick to your statement of purpose so you won't lose track of what to jot down in your document. How can I make a memo clear and concise? If you have any questions about the dress code or need clarification on specific attire, please do not hesitate to contact the HR department. Here's an example outline for a communication-focused memo: To: [Recipient(s)] From: [Your Name] Date: [Date] Subject: [Insert Subject] [Opening statement or purpose of the memo] This section should clearly state the reason for the memo and its importance to the recipients. Pays Attention to Problems Another feature of a business memorandum is how it aims to pay attention to problems. [Information Organization] Organize the main content of your memo in a way that is logical and easy for the recipients to understand. These are the information memoranda, problem-solving memoranda, persuasion memoranda, and internal memorandum proposals. If you expect a reply or want the recipient to take action, kindly state your expectations. Use these memo examples to make sure your next memo is clear, consistent, and targeted at the right audience. Also, check if you did not only write the complete details but also wrote them comprehensively. Call-to-action statements are the appropriate way to end business memos. If you have any questions or require further clarification, please do not hesitate to reach out to [contact person or department]. A student memo is a written document that states significant information that may be essential for members of an educational institution. [Closing] End with a brief summary of the main points or a restatement of the most critical action items. That is because the customers may be concerned about what's new in an organization.Body: The heart of your business memo would be the body. Remember that memos need not have a complimentary close and signature line. Download and edit a template now! From the four main types of business memos discussed earlier, which one would you like to focus on? The disadvantages would be in the fourth paragraph. The format is to write the problem statement in the first paragraph, analyze the issue in the second, write a recommendation in the third, and don't forget to balance your details, such as mentioning both the advantages and disadvantages of each recommendation. According to Kean University, there are four main types of memos—information memo, problem-solving memo, persuasion memo, and internal memo proposal. They often have a specific goal in mind, like providing updates, outlining policies, or assigning tasks. From the "To" section, "From" section, down to the conclusion, be sure you have all the significant elements of a business memorandum covered in your document. Thank you for your continued commitment to our company's values and standards. By following a strategic process, you can create professional memos that get results. As of today, I am pleased to report that we have successfully reached several key milestones, including [list milestones reached]. [Sign-Off] Include a sign-off with your name and position. Be sure to write the complete date from the month, day, to the year you wrote it. And the common format for information memos is to write the main thought in the first paragraph, explain the details in the second, and insert the call to action in the third paragraph. Here are some guidelines to keep in mind about a student memo: 1. It's helpful to outline your memo's content before you begin writing, ensuring that the information remains organized and easy to follow. Remember that in writing a business memorandum, don't write in the same layout or content every single time, especially when the data inside would differ depending on the subject or type of memo to use. And the crucial points will be broken down in a form of an executive summary using the memorandum. To: All Department Managers From: Lisa Chang, Director of Human Resources Date: April 10, 2023 Subject: Implementation of New Time-Off Request Procedure Dear Managers, I am writing to inform you of a new procedure for submitting time-off requests that will be effective starting May 1, 2024. Best regards, Jane Smith An update memo is explicitly used to provide updates or progress on a project, task, or situation. [Background or Context] If necessary, provide any background information that helps the recipients understand the context of the memo. An internal memo is used to provide your colleagues with information regarding projects, goals, deadlines and other issues in an organization. In this section, learn about the significant parts that make a business memorandum. Hence, it is much safer to second paragraph talks about the setting and the author's proposal. So what exactly are they? employees and audiences. Here is an in-depth look at what each memo type means: Information Memo Like information sheets, the information memorandum is meant to share data. And these documents are often used when sudden things to announce instead of a long detailed report. To: The business memorandum should clearly state all the names of those who are expected to receive the document. A business memo can outline your company's action plan on how to solve the problem. However, a student memo isn't as brief as most memos. You may also include your contact information if it's not already provided in the memo header. And a tip is to organize your content using bullet points or numbered lists. That way, everyone who is part of an organization is wholly aware of the problem quickly. [Additional Resources or Contact Information] Provide information about where students can find additional help or resources if needed. This part mentions the business memorandum's point and be sure to set the proper tone right from the start. Our dress code aims to balance professional attire with comfort, ensuring that all employees maintain a standard of appearance that is appropriate for our work environment. Be specific about what is required, how to do it, and the deadline for completion. Advisors are here to help you make informed decisions about your academic journey, so please take full advantage of this time. This should be straightforward and inform the reader about the main topic or action required. An example is when you want to announce new instructions to employees that would concern customers. Closing End your memo with any essential action items or reminders necessary for the reader. Individuals may easily understand the gist of a given memo as details are presented clearly and concisely. If you have any holds on your account that may prevent registration, please resolve them promptly by contacting the appropriate department. This could be addressed to a student, a student's parents, a faculty member, or to the board of education. Please let me know if you require any further information or if there is any way I can assist in facilitating this process. This form of a memo focuses a lot on implementing solutions rather than simply delivering facts. For issues that need immediate help, identifying the problem in a problem statement always comes first. Use headings or bullet points, or numbered lists to break up the text and make it more readable. No matter what the important subject is, a business memo can be used for various purposes. Covers a Range of Topics You can talk about anything essential in a business memo. Knowing how to craft a well-written memo is a valuable skill in today's workplace; it can help streamline workflows and effectively convey your message. The body consists of various parts, depending on what will be tackled in your business memorandum. Financial aid, library fines, and academic holds are common issues that can be addressed ahead of time. Then, state the advantages in the third paragraph. FAQs A memorandum can be referred to as a reminder or simply a memo. You will have loads of samples to choose from such as business memos for students, employees, accounting, technology, and more. Use headings and subheadings. Include important updates, such as milestones reached, achievements, or challenges faced. If you have any questions or concerns, feel free to reach out to me at name@company.com or extension 123. We understand that changes can require adjustments, and we want to thank you for your understanding and cooperation as we implement this new policy. To meet our project goals, we would need [outline what you need] by [state the timeline or deadline for your request]. 234. And you should know that there are many reasons that prove just how essential a business memo can be, and these are a few major highlights: Fast Alternative to Distribute Information A business memo can talk about any professional business matter. You may also see research memo examples. And lastly, add a call-to-action statement in the last paragraph. When writing a memo for students or academic purposes, make sure to: Use an appropriate tone and language that is easy for students to understand Clearly state the message's purpose and relevance to the academic setting Include any necessary details, such as dates, deadlines, or resources Structure the memo logically and use headings to guide the reader Provide instructions if the memo requires any action from the students. Why Is a Business Memorandum Important? – Any clothing displaying offensive or inappropriate language or imagery is strictly prohibited. The second paragraph talks about the setting and the author's proposal. So what exactly are they? What Are the Types of Memos? This template outlines what you need to include: To: [Recipient] From: [Your Name] Date: [Date] Subject: [Subject] [Summary of the update or progress of the project/task] [Bullet or numbered list of key updates, achievements, or milestones] I. Offer thanks or express your appreciation for the readers' attention to the memo. If the memo is about communication best practices, outline what those are and how they can be applied. Attendance is mandatory for all managers. Focus on Clarity: Keep the language concise and straightforward. Review for Accuracy: Proofread for errors and clarity before sending. This part gives a thorough explanation of why those facts or details in the abstract were mentioned. The Basic Parts of a Business Memorandum A business memorandum can cover an array of subjects so you would not know what to expect as to what the announcement or information is about. If you refer to other memo examples, you can see that they all possess a similar structure. back Memos, short for memorandums, are a way of communicating information within an organization. Outline what you need and explain why it's important to the success of the project or task. Start the memo with the main point, follow the next paragraph with an introduction of the idea, then mention the benefits of the thought, and finally highlight the steps to handle along with the call to action. Should you have any questions or need further assistance, please do not hesitate to reach out to the advising office at advising@sampleuniversity.edu or (123) 456-7890. You may also like office memo examples. And by sharing about those issues, you can gather recommendations from the organization members on how to mitigate them. Memos are notably known to be beneficial because of being quick to make, a convenient tool for communication, a cheap option, and a written document used for recordkeeping. Persuasion Memo A persuasion memorandum aims to inspire or encourage whoever reads the document to follow the commands stipulated inside. Memos are more than just making business documents look official. Additionally, I encourage you to review the course offerings for the next semester and prepare a list of questions or topics to discuss with your advisor. This update is designed to [explain the purpose of the new policy]. For some memos, only the author's initials and branding are used but never the signature. Provide a timeline for when the new policy will be effective and whether there will be a transition period. If the memo is informational only and no action is required, you can state that as well. Key Dates and Deadlines: - Academic Advising Week: April 24 - April 28 - Priority Registration Begins: May 1 - Final Registration Deadline: May 15 Please make sure to schedule an appointment with your advisor before April 20 to ensure availability. A business memorandum, or business memo for short, is one of the formal documents used to communicate information to different audiences in an organization. This is typically a call of action. If a new tool is being introduced, describe what it is and why it's being implemented. Like an employee memo, a student memo is a narrative that discusses proposals or issues regarding a particular entity. [Instructions or Actions Required] If the memo requires recipients to take specific actions, outline these steps clearly. Maintain a professional and respectful tone. 2. Don't simply use numbers for the months or abbreviations for the dates. Best regards, [Your Name] For an HR memo, follow these steps: Choose a specific purpose or topic related to HR (e.g., new policy, reminders, updates). Describe the reasoning behind the change and outline the new policy. Stay Focused Focus on one topic per memo. If you think some words can be simplified or shortened, then do it. Please keep these guidelines in mind when selecting your attire for work. Internal Memo Proposal An internal memo proposal is when suggestions or recommendations are written to the head department or top management. If problem-solving memos are the answer sheets towards what solutions are worth doing, then persuasion memos focus more on how to make those solutions or actions happen. A short greeting may suffice but it works best to stick to the purpose which is to convey messages quickly and effectively.Abstract: You can expound on your introduction further with the abstract. This change is part of our ongoing efforts to [briefly describe the reasoning behind the change]. Examples include an upcoming event plan, business meeting, marketing proposal, student assignment request, new technology announcement, internal accounting budget, real estate proposal outline, or even an official closing statement. Only submit the business memorandum to the recipients when you are done fact-checking your work. This could be instructions on what may be done to resolve a given issue. Address the memo to the appropriate recipients. There could be topics about a price increase, data breach, or policy change. Thank you for your cooperation and attention to this matter. Use a Formal Heading: Include sender, recipient, date, and subject. End with your contact information for any follow-up questions. Start with a Clear Introduction: State the purpose and key details upfront. Whether the memo is presented in a hard or soft copy, what matters the most is that the important bits of information to share are present in the document. Your support in this matter is greatly appreciated, and I am confident that with your assistance, we can achieve [describe the positive outcome expected from fulfilling the request]. If your memo exceeds one page, page numbers will be very much helpful for your target readers. This is a valuable opportunity for you to meet with your academic advisors, discuss your progress, and plan your course schedule for the following semester. Use bullet points or numbered lists for clarity if you are presenting multiple pieces of information. 200 Fun Questions of the Day for Work To: [Recipient(s)] From: [Your Name/Position] Date: [Date] Subject: [Clear and Concise Subject Line] [Opening Statement] Begin with a greeting and a brief introduction that outlines the purpose of the memo. A clear structure will allow your colleagues to grasp your message quickly. Unlike how most formal letters are written, memos do not have to include a complimentary close and a signature. End with a request for action so readers know what to do next. It's important that we all contribute to a workplace environment that is comfortable and professional. Include specific details such as dates, deadlines, locations, and any other pertinent data. Looking ahead, we are focusing on [next steps or upcoming milestones], and I am confident that we will continue to make significant progress. If applicable, include a timeline or deadline for your request. Hence, you CC the customer list even though the instructions are for the employees. Internal Memo Sample: Memo Examples To Students. Include Relevant Details: Provide necessary context, deadlines, or instructions. To ensure a smooth transition, we have established a grace period until [end of transition period], during which we will provide [additional resources, such as training materials or contact information]. Short but straight-to-the-point messages would be highly appreciated compared to lengthy sentences with too many flowery words. This could include websites, contact emails, phone numbers, or physical locations on campus. – Items such as flip-flops, tank tops, and shorts are not considered appropriate office wear. Through a professional memo, individuals may properly communicate with one another. A business memo keeps everyone on the loop when business concerns must be shared in a company. Provide a clear explanation of what is expected, how to accomplish it, and the deadline for completion. Thank the recipients for their attention to the memo and their cooperation. Start your memo by clearly stating the purpose of your request and providing any necessary background information. Example: To: [Project Team Members] From: [Your Name] Date: [Current Date] Subject: Update on [Project Name] Dear Team, I am writing to provide you with the latest updates on the progress of our [Project Name], which aims to [briefly state the project's purpose]. Thank you for your prompt attention to this matter and for assisting in the smooth transition to the new procedure. [Purpose or Topic] Clearly state the specific HR-related purpose or topic of the memo. Then, present the main points with clear headings and bullet points for easy reading. Nonetheless, this segment of the business memorandum confirms who the sender/s is/are.Date: A business memo is still formal so you have to write the exact date of when it was written. Active Listening (Techniques, Examples, Tips) To: [Recipient(s)] From: [Your Name/Position] Date: [Date] Subject: [Clear and Informative Subject Line] [Introduction] Begin with a greeting and a concise introduction that immediately informs the reader of the memo's purpose. [Detail any changes, such as extensions or additional costs, and the reasons for these changes]. You can quickly spread information using the memorandum since it is summarized yet direct to the point. Example: To: [All Employees] From: [Your Name] Date: [Current Date] Subject: Important Policy Change Announcement Dear Team, This memo serves to inform you of an upcoming change to our company's policy regarding [mention the topic of the policy being updated or replaced]. Be sure to highlight specific team members' contributions and express gratitude for their efforts. Resources such as degree checklists and sample schedules can be found on the university website under the 'Academic Resources' section. Download Download Identify the Purpose: Clearly define the memo's objective. This is to provide emphasis on the content of each section of a memo. Also, provide your contact information for any further questions or discussion. Effective [effective date], the new policy will [outline the new policy in detail]. To: All Undergraduate Students From: Dr. Emily Johnson, Dean of Student Affairs Date: April 10, 2024 Subject: Upcoming Academic Advising Week and Registration Deadlines Dear Students, I hope this message finds you well as we approach the midpoint of the semester. Offer any necessary instructions or actions required from the recipients. You will have loads of samples to choose from such as business memos ... This comprehensive guide will teach you how to write effective business memos through templates, best practices, and examples. Thank you for your attention to these important dates, and I wish you all the best in your academic endeavors. Organize the information in a logical and easy-to-follow manner. If necessary, include any additional resources, such as training materials or contact information for employees with questions about the change. This is crucial for [explain why the request is important for the success of the project or task]. Best regards, (Name) (Position) What are some key elements to include in a memo? Thank you for considering this request. [Summarize key takeaways or actionable items] Conclude with a summary of the main points and any actions that need to be taken by the recipients. This section sets the stage for the details to follow and should be clear and direct. A Student Memo is a formal document used in educational settings to share important updates, proposals, or decisions. However, you can expect that there is a standard format in terms of how the memo is made. For example, it could introduce a new communication tool or address a communication issue that has been identified. If training sessions are required for a new communication tool, include the schedule and instructions for signing up. I am writing to remind you of the upcoming Academic Advising Week and to inform you about important deadlines for course registration for the next semester. [Update 1] 2. Here's an outline to get you started: To: [Recipient] From: [Your Name] Date: [Date] Subject: [Subject] [Opening statement or purpose of the memo] [Provide relevant details, supporting information, or context] [Summarize any key takeaways or actionable items] To: All Staff From: (...), HR Manager Date: (...) Subject: Reminder of Company Dress Code Dear Team, As we approach the warmer months, I'd like to take this opportunity to remind everyone of the company's dress code policy. This is why companies typically choose to utilize management memos and hr memos. For example: Please submit your updated vacation requests for 2025 using the new approval process on the Employee Portal by December 1, 2024. Write the subject clearly by keeping it concise yet descriptive. Be sure to thank your employees for their understanding and cooperation. But to compel company members means you should know how to connect with them until they observe the appropriate procedures according to plan. The thing is, there's a disadvantage that comes when a speaker makes an announcement to a class or in a meeting. The background of this request is [provide any necessary background information]. For a communication-focused memo, keep these tips in mind: Start with a clear and specific subject line Be concise and stick to the main points Highlight any important information or deadlines Create an easy-to-follow structure, using headings or bullet points if necessary Encourage feedback or questions from your recipients by providing your contact information. Organize Content Logically: Use short paragraphs or bullet points. Remember, planning early helps to ensure a smooth registration process and can contribute to your academic success. Use short sentences and paragraphs Use clear, straightforward language Stick to the main points and eliminate unnecessary information Structure your memo logically, with headings and subheadings Proofread and edit to remove any errors or ambiguity. I would like to extend a special thanks to [specific team members] for their exceptional contributions [describe contributions]. Header The header is the first part of your memo and includes necessary information like the recipient's name, your name, the date, and the subject. Please ensure that all team members are informed of this change and understand how to use the online HR portal for their requests. A basic memo format typically includes a header with "To," "From," "Date," and "Subject," followed by the body text. Please review the key changes outlined below: * Annual leave increased from 10 days to 15 days * Carryover limit of 5 unused days per year * New approval process via Employee Portal These changes will take effect on January 1, 2025. For detailed instructions on the new process, please refer to the Time-Off Request Guide attached to this memo. Start by stating the purpose of the memo and clearly mention the policy being updated or replaced. Persuades Readers for Solutions Identifying the problem is not enough because a business memorandum can also persuade anyone concerned in business to determine potential solutions and follow those solutions. The new procedure is designed to streamline our time-off request process and ensure accurate tracking of employee leave balances. And the schedule written here confirms whether a memo is new or old.Subject: The subject marks the title or the main gist of your business memorandum. Write a clear and informative subject line. And since you already learned the memo's meaning, importance, elements, types, and steps on how to make one, you are more than ready to produce as many business memoranda as you want. Avoid digressing or going off on tangents. [Closing Remarks] End with a brief summary of the key points or a restatement of the most critical action items. Also, make sure that your information is accurate and complete. For example: To: All Employees From: (Your Name), (Your Position) Date: November 15, 2024 Subject: Updated Vacation Policy Body Start by providing context to the reader about why the memo is essential. A business memorandum is not that difficult to make, especially when you already learned so much about it from the previous sections discussed. – All time-off requests must now be submitted through the online HR portal. Appointments can be booked through the student portal or by contacting the advising office directly. And that alone proves just how crucial the data inside such memos are. Begin writing the reason for the suggestion. Thank you all for your continued hard work and dedication to the success of [Project Name]. Best regards, Lisa Smith Director of Human Resources Email: name@company.com Phone: (555) 987-6543 When creating your HR memo, adjust the content to fit the specific situation and ensure that the tone remains professional, respectful, and in line with your company's culture. Prove why they are relevant or important so that the set of instructions you give out next will be respected by readers. But, you may include more provisions and clauses too, but only relevant details of your topic. Similar to a business memo or financial memo, it ensures clear communication between students, parents, and faculty. In other words, readers should already have an idea of what the main message is about just upon reading the title.CC: Often used in emails, the CC or carbon copy marks the list of recipients who should also have their own copies of the business memorandum, even though the instructions or details inside the memo need not be followed by them. Also, you can just edit a template rather than create a memo from scratch because each template is editable and printable. Academic Advising Week will take place from April 24 to April 28. So what is the memo wholly about? For example: Dear Team, Our company has recently revised its vacation policy to better align with industry standards. Start by briefly stating the project's purpose, and then provide the current status of the project. – Managers are responsible for reviewing and approving requests within 48 hours of submission. If the memo is a reminder about communication policies, reiterate the importance of adhering to these guidelines. [Update 2] 3. Problem-Solving Memo The problem-solving memoranda are used to share specific action plans on how to fix a problem or improve a bad situation. It is distributed to all staff or posted on a notice ... The easiest way to learn how to write a business memo is to use sample business memorandum templates for reference. This could be about a new policy, a reminder about existing policies, updates to HR procedures, or any other HR-related announcement. This means checking for spelling, grammar, and punctuation errors. Now for the real deal, apply what you learned and create the business memo itself by following these four easy steps: The easiest way to learn how to write a business memo is to use sample business memorandum templates for reference. Include page numbers when necessary. Best regards, [Your Name] For announcing a policy change within your organization, a policy change memo is necessary. [Provide relevant details, supporting information, or context] In this section, provide any necessary background information that helps explain the communication topic being addressed. And the "To" section answers that question by writing the complete name of each receiver, job title, and even a contact list. [Details and Specific Information] This section should contain the bulk of the information you need to convey. A training session on the new system will be held on April 20 at 3:00 PM in the conference room. [Update 3] [Describe any challenges, obstacles, or concerns] [Detail next steps, action items, or plans] [Close with any additional information or reminders] 9 Inspiring Examples - How to Write a Thoughtful Apology Letter When you need to inform your team about the progress of a project, use a project update memo. If you have any questions or encounter issues with the system, please contact the HR department at hr@company.com or ext. These achievements reflect the hard work and dedication of every team member involved. [Additional Resources or Contact Information] Include any additional resources that might be helpful, such as links to forms, policy documents, or FAQs. Provide contact information for the HR department or the person responsible for the topic at hand for further questions or follow-up. Sincerely, [Your Name] To: [Recipient] From: [Your Name] Date: [Date] Subject: [Subject] [Explain the purpose of your request and any necessary background information] [Describe your request, being clear about what action you'd like the recipient to take] [Explain the benefits or reasons for the request, including any potential impacts or implications] [Specify any deadlines or priority levels] [Thank the recipient for their time and consideration] When making a request within your company, whether for resources, approvals, or assistance, a request memo can help you communicate professionally. These are what's responsible to complete your document as a memo in the first place. A memo may also reach a wider audience faster as they can often be posted or distributed through printed copies or may even be sent electronically. [Instructions or Action Required] Clearly state any actions that the recipients need to take. Begin with an introduction that states the purpose. But, be sure you know what set of details must be shared. Some examples may even have one up to three paragraphs in the body. Simply state why you are writing in the first place, followed by research, statements from fact sheets, and other insightful information relating to the subject.Argument: An extra section can be used to insert arguments. [Sign-Off] Include a professional sign-off with your full name, position, and contact information. People have the tendency to get distracted and lose focus, allowing them to miss important points of an announcement. The introduction mentions the general thought or problem to give attention to. Example: To: [Recipient's Name or Department] From: [Your Name] Date: [Current Date] Subject: Request for [Resources/Approvals/Assistance] Dear [Recipient's Name or Department], I am writing to formally request [briefly state your request] in order to [explain the purpose and importance of the request to the project or task]. That way, people won't have to question why they need to follow the set of tasks or commands written in the business memo.Conclusion: Lastly, summarize the whole thought and end the business memorandum with a closing statement. Kean University taught us that there are four main types of memos. 3. Please note that there have been some adjustments to our project timeline [and/or budget]. And the best part is it will be enumerated shortly rather than explaining a solution in really long paragraphs. Ensure you familiarize yourself with the updated policy and follow the new procedures. Whether it's a formal memo or a proposal memo, its purpose is to convey information concisely and effectively. - Requests should be made at least two weeks in advance for non-emergency leave. So make every announcement count using sample business memorandum templates here on Sample.net! A Student Memo is a formal document used in educational settings to share important updates, proposals, or decisions. This might include a brief overview of relevant events, policies, or previous communications that relate to the subject at hand. Share any changes to the project timeline or budget. However, we have encountered a few challenges, namely [describe challenges faced]. - Business casual attire is acceptable Monday through Thursday, with casual attire permitted on Fridays. When writing a memo, make sure to include these key elements: A clear and informative subject line The date, sender's name, and recipient's name A concise introduction stating the memo's purpose Well-organized information, using bullet points or numbered lists if necessary Appropriate call-to-action (if needed) Polite and professional language. You may use it to request certain assistance or deliver business information shortly. Warm regards, (Name) (Position) Be Direct Start by stating your main message clearly and concisely. Conduct an evaluation of your whole memo and check if the details are clearly explained. And the names are often arranged in alphabetical order, by department, or according to rank.From: Same as how you wrote the recipients in the "To" section, don't forget to list the writer/s of the memorandum from the name, title, and other identification details. Please refer to the employee handbook for the full dress code policy, but here are some key points to remember: - Clothing should be clean, pressed, and not show excessive wear. Proofread Your Memo Take the time to proofread your memo. For long memos, be sure to divide the data into clauses or sections.Introduction: For more in-depth instructions on what your memo's body contains, you can start with the introductory statement. You might be wondering why there is a need to create a business memorandum when business letters exist too. Your efforts have not gone unnoticed and are greatly appreciated. End it with a conclusion or recommendation section.

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