

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT**

\_\_\_\_\_

**INTRODUCTION – first paragraph**

What is the report about?

\_\_\_\_\_

How was the graph data obtained?

\_\_\_\_\_

**MAIN PART – second paragraph**

Heading

\_\_\_\_\_

Key Information

\_\_\_\_\_

\_\_\_\_\_

**MAIN PART – third paragraph**

Heading

\_\_\_\_\_

Key Information

\_\_\_\_\_

\_\_\_\_\_

**MAIN PART – fourth paragraph**

Heading

\_\_\_\_\_

Key Information

\_\_\_\_\_

\_\_\_\_\_

**RECOMMENDATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_