[REPORT TITLE]

Prepared for: [Name / Department] • Prepared by: [Your Name] • Date: [DD Month YYYY]

1. SUMMARY

[In 4–6 lines, state the purpose of the report, the main findings and your main recommendation. Write this part last.]

2. INTRODUCTION

[Background: why this report was written and who asked for it.]

[Purpose and scope: what the report covers, and what it does not.]

3. METHOD

[How the information was collected: survey of 50 customers, site visit on [date], sales data from [period], interviews with [people].]

4. FINDINGS

[Present the facts you found, under sub-headings if needed. Use numbers, and put comparisons in a table:]

Item	Result	Comment
[Finding 1]	[e.g. 62%]	[What it means]
[Finding 2]		
[Finding 3]		

5. CONCLUSION

[What the findings mean. Do not add new facts here.]

6. RECOMMENDATIONS

1. [Action, who should do it, by when]
2. [Action]
3. [Action]

7. REFERENCES AND APPENDICES

[Sources you used, and any questionnaires, data or photos attached.]

Signed: _____ Name: [Your Name] Date: _____