



## Recommendation Report

A recommendation report is written to propose or recommend the options available to solve a problem or fill a need. The goal of the report is to compare options, recommend one option, and support that recommendation. While cost is always a consideration, there are other considerations as well. The audience for a report is usually predetermined and specific with one or more groups examining various sections of the report. Report writers must provide enough information so that the audience members can confidently follow the recommendations as informed members of the team.

Recommendation reports follow the same formatting as any other formal report. (**Refer to the Formal Report Resource.**)

1. **Introduction:** The introduction is similar to introductions of other types of reports.
  - A. Provides the purpose of the report.
  - B. Provides an overview of the contents of the report.
  - C. Summarizes the options.
  - D. Mentions, briefly, the writer's recommendations.
  
2. **Body:** The body of the report should provide the following:
  - A. A specific explanation and description of each option.
  - B. An evaluation of the merit of each option.
  - C. A comparison of options.
  - D. An argument for the recommended option.
  
3. **Conclusion:** The conclusion will provide the following information:
  - A. A summary of the results.
  - B. A specific recommendations.
  - C. An explanation of the recommendation.