MetroBridge Project Memo

To: 
From: 
Date: 
RE: 

Introduction
Include in this section:
✓ Purpose of the memo
✓ List important information that will follow
✓ Length: 3-5 sentences

Research Question & Methodology
Include in this section:
✓ Purpose of the project
✓ Data collection plan
✓ Length: 5-7 sentences

Key Findings
Include in this section:
✓ Highlights from research
✓ Graphics (if applicable)
✓ Length: 10-15 sentences (this should be the largest memo section)

Recommendations/Next Steps
Include in this section:
✓ Specific action items (with examples, if available)
✓ List of key players involved
✓ Length: 7-10 sentences

Evaluation
If applicable, include in this section:
✓ How to measure if your recommendation(s) successfully address the issue
✓ Explanation of data collection sources/process
✓ Length: 5-7 sentences

Closing
Include in this section:
✓ Briefly reiterate key findings and recommendations
✓ Share where to find further information or ask follow-up questions
✓ Length: 5-7 sentences

Appendices
Add additional graphics/images here as needed