**[Delete, Replace: Title in Title Case, Centered, and in Bold: Subtitle is Optional]**

[Delete, Replace: Firstname Lastname]

College of Business, Florida Atlantic University

GEB 3213: Introduction to Business Communication

Dr. S. M. Nielsen

[Delete, Replace: Month Day, YYYY]

**MEMORANDUM**

**TO:** X

**FROM:** X

**DATE:** X

**SUBJECT:** X

[Delete and Replace with purpose, rationale, and importance of right location ideas, 3-5s]

[Delete and Replace with conclusions introduction sentence ending with: and then list 3 conclusion sentences below]

1.

2.

3.

[Delete and Replace with summary from first two recommendations paragraphs here, 6-8s]

[Delete and Replace with positive close, 2-3s. This memo section should be one page or slightly less.]

[Delete and Replace with Closing]

[Delete and Replace with Signature]

[Delete and Replace with Name]

[Delete and Replace with Title]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with purpose, business, rationale, and importance of right location, 5-7s]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with 2-standout sources info, dates of research,“keywords,” and criteria not used, 5-7s]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with main idea, 1s. Then organizational sentence, 1s.]

**[Delete and Replace with L1 Heading]**

[Delete and Replace with organizational statement, 1s, for 3 criteria using (a) through (c).]

**[Delete and Replace with First Criterion]**

[Delete and Replace with first criterion paragraph using method as shown in Rec Report Matrix document]

**[Delete and Replace with Second Criterion]**

[Delete and Replace with second criterion paragraph using method as shown in Rec Report Matrix document]

**[Delete and Replace with Third Criterion]**

[Delete and Replace with third criterion paragraph using method as shown in Rec Report Matrix document. This last criterion is the one with the accompanying Figure 1 below]

[Delete and Replace with **Figure 1**. See further information in Rec Report Figure 1 document.]

**Conclusions**

[Delete and Replace with conclusions introduction sentence ending with: and then list 3 conclusion sentences below—identical to conclusions paragraph on page 2]

1.

2.

3.

**Recommendations**

[Delete and Replace with recommendations and analysis of conclusions from above; 6-8s]

[Delete and Replace with rebuttal of one or more disadvantages, anticipate and acknowledge concerns, why one location is recommended despite these concerns that are then rebutted; 5-7s]

[Delete and Replace: memorable idea; 1-2s. All text through this recommendation section= p. 5 or p. 6. References must start, top of p. 6 or p. 7]

**References**

X