

****FVRL Report Format Guidelines****

****1. Title Page****

- Report Title
- Author(s)
- Date of Submission

****2. Table of Contents****

- Section Titles and Page Numbers

****3. Executive Summary****

- Brief overview of the report
- Key findings and recommendations

****4. Introduction****

- Purpose of the report
- Scope and objectives

****5. Methodology****

- Description of methods used
- Data sources

****6. Findings****

- Detailed presentation of results
- Charts/Tables as necessary

****7. Discussion****

- Interpretation of findings
- Implications

****8. Recommendations****

- Actionable steps based on findings

****9. Conclusion****

- Summary of key points
- Final thoughts

****10. References****

- List of sources cited in the report

****11. Appendices****

- Additional material relevant to the report

****Formatting Notes:****

- Use clear headings and subheadings
- Maintain consistent font and size
- Include page numbers