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**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
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