

****Policy Memo Template****

****To:**** [Recipient Name / Title]

****From:**** [Your Name / Title]

****Date:**** [Date]

****Subject:**** [Brief Description of the Policy Issue]

****1. Introduction****

- Briefly introduce the policy issue and its relevance.

****2. Background****

- Provide context and background information regarding the issue.

****3. Analysis****

- Discuss key points, data, and arguments related to the policy issue.

- Highlight pros and cons of different options.

****4. Recommendations****

- Clearly outline specific recommendations for action.

- Justify the recommendations based on analysis.

****5. Conclusion****

- Summarize the main points and reiterate the importance of addressing the issue.

****6. References****

- List any sources or data cited in the memo.

****Appendices (if necessary)****

- Include any additional data, charts, or information that supports the memo.