Investigative Report

An Investigative Report is a response to a request for information. You might be asked to conduct a survey, review business trends, or compare a price range for a product or service. Investigative reports are usually prepared as a memo inside your own company but for outside the company you should send a letter. Some investigative reports may become complex investigations and will require a more formal report and they become a recommendation or feasibility report.

Introduction: Provides the pertinent information the who, what, and why

1. You will state the purpose of the report
2. Provide background information that will give the reason for the investigation
3. Provide the name of the person or people who requested the investigation

Transition section: You will use this section to list the options for the problem.

1. Usually one sentences that addresses the problem
2. A sentence that lists the options

Body Content: This is the list of options and your findings.

1. Divide this section into the solutions that you have found for the problem
2. Describes the extent of or the method used for your investigation
3. Provide the costs for the option
4. Detail what the option will entail

Recommendations: You will write a narrative explaining your recommendation.

1. Provide the recommended option
2. Explain the cost in terms of immediate and long term
3. Justify your choice in relationship to cost
4. List a company or two that you have investigated
5. Provide the time when the job will begin and might be completed

Investigative reports rely upon description, analyses, explanation, and summary.