Recommendation Report

For the specific formatting for a recommendation report, refer to the resource titled Report.

A recommendation report is written to report the various options available for a problem or need. The goal of the report is to provide very specific information and to recommend one of the options and explain why you are recommending that option. You are giving the pros and cons of each option. While cost is always a consideration, there are other considerations as well. You may, for instance, examine support for the product or quality of the product.

The audience is usually predetermined and specific with one or more groups examining various sections of the report. The purpose is to provide enough information so that the audience members can confidently follow your recommendations as informed members of the team.

The final quest of the recommendation report is to answer the questions: Which is the best option?

Recommendation reports follow the same formatting as any other formal report:

- Introduction—the introduction is like introductions of other types of reports. You will provide the purpose of the report, an overview of the contents of the report, summarize the options, and briefly mention your recommendations.
- Body—the body will be divided into sections of each option and a specific explanation, description, and evaluation of each with a pros and con or compare and contrast angle.
- Conclusion—the conclusion will provide a summary of the results with you providing your recommendation.
- Recommendations—your recommendation should provide accurate and specific information and explain why you are recommending the option.