Recommendation Report

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

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

The audience for a report is usually predetermined and specific with one or more groups examining various sections of the report. Report writers must provide enough information so that the audience members can confidently follow those recommendations as informed members of the team.

The end goal of the recommendation report is to answer one question: Which is the best option?

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

- **Introduction**—the introduction is similar to introductions of other types of reports it will
  - provide the purpose of the report,
  - overview of the contents of the report,
  - summarize the options,
  - mention, briefly, the writer’s recommendations.

- **Body**—for each option there is
  - a specific explanation,
  - a description,
  - an evaluation.
  - There will also often be pros and cons or a comparison and contrast of the available options.

- **Conclusion**—the conclusion will provide
  - a summary of the results,
  - a specific recommendations,
  - an explanation of those recommendation.