

To: [Insert your target audience][<-Fill in v.0.1]

CC: Dr. Sarah Read, Dr. Paul Collins, Professor Covey, and WR227 course members

From: [Insert your name][<-Fill in]

Date: Sunday 8/16 at 11:59 PM PST

Subject: [Insert title and genre of your documentation][<-Fill in]

[Body paragraphs to come v.0.2: opening paragraph, middle paragraph, closing paragraph, see [memo body](#).]

First paragraph:

Statement of the main point.

Cite the name of the documentation

Mention the date of the agreement to write the documentation

Middle paragraph(s):

The next paragraph should begin justifying the importance of the main point.

Focus on the purpose and give a brief overview of the documentation's contents.

Add more than paragraphs to continue justification with background and details, as it applies.

Closing paragraph:

The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action.

Encourage the reader to get in touch if there are questions, comments, or concerns.

Close with a gesture of goodwill, expressing hope that the reader finds the report satisfactory.

[Signature section to come v.0.2]

Working title

Working subtitle

[Cover image to come v.0.2]

[First name and last name][<-Fill in]

[Your organization's name (optional/if applicable)]

Version due date: Sunday 7/27 at 11:59 PM PST

Version v.0.1

Abstract

[contents to come v.0.2, max 250 words, content structure formula: summary of the document's organization]

[See also [title page](#)]

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Version history

[Insert table (optional, extra credit)]

List of figures and tables

[(optional, extra credit)]

Introduction

[More to come v.0.2, see [also introduction](#)]

- Topic
- Purpose
- Audience
- Overview of contents
- Background on the topic, situation, or both

[INSERT YOUR HEADINGS & SUBHEADINGS OUTLINE BELOW:]

[Body sections: In the beginning stage, outline the macro elements by creating sections for the main headings and subheadings for at least heading levels 1 (H1) and 2 (H2) (level 3 and lower is optional and up to you depending on your need). Subtitles for all headings are optional.]

- [H1 required]
- [H2 required]
- [H3 if applicable, often recommended for technically rich documentation]
- [H4 if applicable, recommended for technically rich documentation]
- [H5 if applicable]
- [Hn usually not recommended unless necessary]
- See example below
- Based on [genre structures: informative, enabling, and persuasive.](#)

This document provides a more detailed breakdown of several classic technical document types to choose from. You could choose any of the following documents or combinations to write:

- Informative documentation:
 - [Technical Description](#)
 - [Technical Recommendation Report](#) (similar reports include Feasibility Report, Alternatives Analysis Report, and Business Case Report)
 - [Technical Lessons-Learned Report](#)
- Enabling document
 - [Technical Instructions](#)
- Persuasive document
 - [Technical Proposal](#)

Heading level 1

[H1, **required**]

Text to come v.0.2

Heading level 2

[H2, **required**]

Text to come v.0.2

Heading level 3, etc.

[H2, H3, etc., not required but are often useful]

Text to come v.0.2

Conclusion

More to come v.0.2

References

[Fill in from your proposal]

Appendix: Document Profile (required)

[List the elements below in whatever order applies] **ALREADY DONE, DO NOT FILL IN**

Excellenet Tutor

- Who to:
- Who from:
- What:
- When:
- Where:
- Why:
- How: