

Financial Recommendation Report

[Title of the Report]

[Your Name / Your Company Name]

[Date]

1. Executive Summary

Summarize the financial analysis, key findings, and the recommendation.

2. Introduction

- **Purpose:** Explain the reason for the report.
- **Background:** Provide context on the financial scenario or decision at hand.

3. Problem Statement

Define the financial issue or decision requiring a recommendation.

4. Analysis and Evaluation

- **Findings:** Present financial data, performance metrics, or market analysis.
- **Options Considered:** Compare alternatives with financial implications.

5. Recommendation

Clearly state your financial recommendation, supported by data and rationale.

6. Implementation Plan

Outline actionable steps, including monitoring and adjustments needed.

7. Conclusion

Reiterate your recommendation and its expected financial benefits.