

Title

Title Sentence: Indicate who you are and the purpose of this communication.

Background

Problem: What's the problem? (Provide an overview and define terms.)

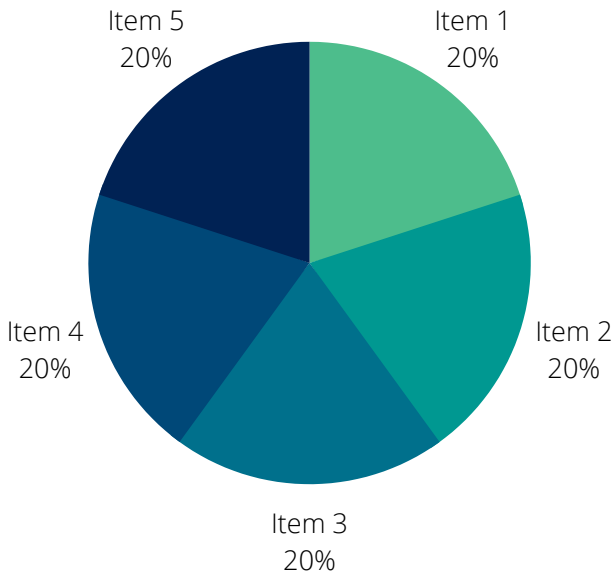
Why Care: Why address it?

- Lay out the evidence.
- Use examples and statistics.

Information/ Solution

What: What should be done?

Why: Why should this solution be implemented?



Intended Impact:
What impact will implementing this solution cause?

Include resource link or contact information.