Investigative Report

An investigative report is a response to a request for information. You might be asked to conduct a survey, review business trends, or compare a price range for a product or service. Investigative reports are usually prepared as a memo inside your own company, but for a report going outside the company, you should send a letter. Some investigative reports may become complex investigations and will require a more formal report such as a recommendation report.

1. **Introduction:** Provide information regarding who, what, and why.
   A. State the purpose of the report.
   B. Provide background information that will give the reason for the investigation.
   C. Provide the name of the person or people who requested the investigation.

2. **Transition:** Use this section to list the options for the problem.
   A. Include one sentence that addresses the problem.
   B. Include one sentence that lists the options.

3. **Body Content:** Include the list of options and your findings.
   A. Divide this section into the solutions that you have found for the problem.
   B. Describe the extent of or the method used for your investigation.
   C. Provide the costs for the option.
   D. Detail what the option will entail.

4. **Recommendations:** Create a narrative explaining your recommendation.
   A. Provide the recommended option.
   B. Explain the immediate and long-term costs.
   C. Justify your choice in relation to cost.
   D. List a company or two that you have investigated.
   E. Provide the time when the job will begin and might be completed.

Note: Investigative reports rely upon description, analysis, explanation, and summary.