

To: Dr. Ian Malcolm, Jurassic Park
From: Dr. Ellie Sattler, Paleo Botanist Research Assistant
Subject: Concerns about Sustainability of Park
Date: March 10, 20XX

Note how the purpose and recommendation are front-loaded. You are also welcome to just begin stating the main ideas or recommendations you'll explain in detail throughout the memo.

The purpose of this memo is to recommend Jurassic Park close its doors and move critical infrastructure to the mainland. Supporting ancient wildlife at this scale has proven impossible to do without harmful effects on the environment and on our genetically modified creatures.

Summary

The summary subheading concisely provides some useful background and context. The goal is to be concise and to create a common understanding of the facts on the ground.

There are rising concerns about the sustainability of Jurassic Park, based on research that was conducted over the past three months. As a paleo botanist, I observed things about the overall plants' life cycles and the effect those have on the consumers of the plants. As a solution to the negative aspects of the results, the park should be closed. Based on the evidence, no other option remains.

Recommendations

The research done showed that the plants themselves, including the ferns from the modified species, are living in shorter cycles than in the past. Recent studies by Goldblum and Linney demonstrate that these cycles are 44% shorter than historical averages (2026). Our modifications cannot scale and have become unsuitable for today's environment despite NOAA and Met Office assurances (2024, 2025).

The effects on the dinosaur's diet are unsustainable. The lack of natural food creates an unfit diet for the creatures in the park. This lack of nutrients can cause poor behavior in dinosaurs, namely mood swings, an uncontrollable craving for human flesh, and a desire to escape. These are especially pronounced among velociraptors, larger carnivorous theropods, and pterodactyls.

In addition to this, according to our social media polling, 87% of the target market for the park has left the park fearing for their lives and do not intend to return. Thus, our projected sales are increasingly low and consumer confidence in our services has declined (Mintel).

By closing Jurassic Park, there will be less exposure to these monstrous circumstances that can be foreseen. We also can move additional lab infrastructure to the mainland, given that our embryos in storage remain viable and scientifically valid. They remain "a scientific marvel," per *Nature* (2007, 9). Once closed, we can start developing a plan as to what to do with the already created plants and dinosaurs.

Employees remaining in the park should begin shut-down procedures starting tomorrow. We should meet this evening to discuss how to begin moving additional equipment to the mainland. All questions concerning shut-down procedures can be directed to Allen; direct infrastructure questions to me.

This section contains the evidence, plus a more detailed discussion of why your recommendations suit the situation as well as specific actions that can be taken.

The bulk of your citations will be used to prove the points you're making here.

The final portion of the memo should tell the reader what steps to take next. You may not have a separate recommendation subheading due to space constraints, but you should end with your specific action steps so that the last thing readers see is what they should do.

This memo uses parenthetical in-line citations, but some organizations prefer footnotes or endnotes. Adjust accordingly but always show where your evidence comes from, as doing so increases your credibility and the likelihood your ideas will be acted upon.

References

Attenborough, D. (2026, January). *Dinosaur parks – Global*. [Market report]. Mintel. <https://libguides.uark.edu/DatabaseTips/mintel>

Goldblum, J., & Linney, L. (2026). A shorter time horizon: Life cycle effects of La Niña on modified prehistoric plants. *Fabricated Studies on Imaginary Things*, 78(9), 28-44. <https://doi.org/unreal>

Hammond, J. (2007). Sparing no expense for science. *Nature*, 47(8), 7-12. <https://doi.org/unreal2>

Madge, G. (2025, May 28). *Global climate predictions show temperature expected to remain at or near record levels in the coming five years*. Met Office. <https://www.metoffice.gov.uk/about-us/news-and-media/media-centre/weather-and-climate-news/2025/global-temperatures-expected-to-remain-at-or-near-record-levels>

National Centers for Environmental Information (2024). *Annual 2024 Global Climate Report*. National Oceanic and Atmospheric Administration. <https://www.ncei.noaa.gov/access/monitoring/monthly-report/global/202413>

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