



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.