**DATE:** *YYYY-MM-DD (date of submittal)*

**REVISION:** - *(Use Revision -, A, B, C, etc. Make sure to update date of submittal above for each revision)*

**TO:** Greg Marien, AE460 Instructor

**FROM:**

*TEAM NAME*

*AUTHOR NAME*

*PROJECT MANAGER (initial next to name to acknowledge review)*

# OBJECTIVE

(this section is provided by the instructor and shall remain unchanged)

# SUMMARY

(this section is the author’s summary that answers the OBJECTIVE. It should be a clear and concise section that allows the reviewer to avoid reading the SUPPORTING DOCUMENTATION below. This section is reviewed by program managers and customers to convey a final message, without getting into the weeds)

# SUPPORTING DOCUMENTATION

(This section contains the details that supports the SUMMARY. Your lead engineer, and often the chief engineer, is the reviewer of this section to ensure the technical content is correct. They will “sign-off” on the memo before it is released and disseminated to the program and customers. Include as many pages as required. To ensure minimum rework, this memo shall be written IAW the Statement of Work (SOW) and Report Content Requirements (RCR). In theory, this could be cut and pasted into the final report with no changes.)