**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)*

**SUBJECT:** Stabilizer Sizing for (fill in blank with project)

# OBJECTIVE

Perform vertical and horizontal/canard sizing using tail volume ratios. Show comparison to similar aircraft and the tail volumes chosen. Present all calculations.

Present a scale sketch (on graph paper with pencil), showing the wing and stabilizers, with all dimensions used for the tail volume calculation. Using graph paper, ruler and a pencil is not only recommended, but preferred at this stage. Attached the sketch to the back of this memo.

Note: Final tail sizing is performed later in the semester to verify static stability, therefore no need to go beyond tail volume ratios and approximating the layout. Also, no need for a detailed CAD drawing as it will be documented in TM-6.

# 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.)