

# Fictional State University

To: The Provost  
From: Professor Michael Smith,<sup>PhD</sup> Department of Institutional Organization  
Date: January 28, 2016  
Subject: Organizational Evaluation

It appears this place could be much better run.

**Conclusion** In summary, I hope something will be done.

And for the sake of all of us who toil and labor here daily, I hope it is done soon. Real soon.  
Promptly. Expeditiously.

Thank-you for your attention.