**Dewey Cheatem & Howe Law Offices**

**[Title of Report]**

Last Updated: [Month] [Year]

Last Updated by: Team X

**1.0 Overview**

Summary of the rest of the report, typically 2-3 small paragraphs tops

**2.0 Purpose**

Why this report is being written (i.e. to inform about x because y), should be about 1 small paragraph

**3.0 Scope**

Who/what is affected by this (i.e. all employees, contractors, and/or affiliated personnel of company x OR all hosts that directly connect to and/or are hosted on the Y network), should be 2-3 sentences tops.

**4.0 Header 1**

Include the details of your first major point/detail here, use as many sections as needed for each major point (i.e. the first distinct part of the question that requires a response)

**4.1 Sub-Header 1**

Use sub-headers when major points need to be broken down

**(n).0 Conclusion**

Re-Summarize the report, this time more in the context of your recommendation

**(n+1).0 References**

Include the URLs and the title or a brief description of the references used in this report

**(n+2).0 Revision History**

Last Edited:

Last Edited By: