**[Title of Report]**

**Executive Summary**

The Law Office of Dewey Cheatem & Howe

Prepared by Team X

[MONTH] [DAY], [YEAR (XXXX)]

**Purpose**

Overview of the topic that will be discussed along with the goal of the summary (usually to gain approval) followed by why this will be useful/worthwhile.

**[Main Body Title]**

Summarize the concept/process in greater detail. Give more detailed evidence about why it would be beneficial to the company. If this is accompanying a research report then include any relevant conclusions. Finish with a recommendation.

**[Extra Details (Optional)]**

Any extra relevant information that may not be part of the primary purpose but are still worth mentioning could be included here

**For More Information**

[Include URLs of any sources you use]