

Memo Title Goes Here

Author: Your Name

Date: January 6, 2026

Course/Project: Course Name or Project Name

Purpose / TL;DR

Write 3–6 sentences summarizing the memo’s goal and the main takeaway.

Background and Context

Provide the minimal background needed to understand the memo (1–2 short paragraphs).

Key Points / Evidence

- Point 1 (make a claim and support it).
- Point 2 (data, figure, or citation if relevant).
- Point 3 (limitations or scope conditions).

Method / Approach (if relevant)

Explain your approach briefly. If you ran code, state what you did and what outputs were produced.

Results

Summarize results clearly. If you include figures/tables, reference them here.

Implications / Discussion

Explain what the results imply for the broader research question or social-science application.

Next Steps

1. Next step 1.
2. Next step 2.
3. Next step 3.

References