


Policy Memo

 You Last Updated: Today at 11:43 pm

 Initiate a new course of action or policy change in a clear, organized manner using this Policy Memo Template. Reference the banners below to understand the major sections of this Doc, and modify the structure to fit your needs.

 Modify the header


To: *[Insert the recipient's professional name]*

From: *[Insert your name, title, organization]*


Date: August 11, 2022

Re: Housing Crisis - how tiny house living is the key to solving the housing crisis


Summary

 Provide a brief description of the problem, why solving this problem is important, and a summary of the recommendation. This section needs to be short and compelling so that the recipient continues reading the memo.

Background

 An explanation of the problems encountered, the impacts of those problems, and any relevant information and data to provide more context

Recommendation & Approach

 Provide your recommended solution to the problem. Include details of the approach and implementation of the solution. Consider any assumptions or limitations of the solution, and