

## Model Document: Formal Report

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Transmittal memo identifies topic of attached formal report.

Memo author initials document before distributing.

Content of report is briefly summarized.

Closing expresses hope that report fills its purpose.

### CGF AIRCRAFT CORPORATION MEMO

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To: Members of the Ethics and Business Conduct Committee  
From: Susan Litzinger, Director of Ethics and Business Conduct  
Date: March 1, 20--  
Subject: Reported Ethics Cases 20-- *SL*

Enclosed is the annual Ethics and Business Conduct Report, as required by CGF Policy CGF-EP-01, for your evaluation, covering the first year of our Ethics Program. This report contains a review of the ethics cases handled by CGF Ethics officers and managers during 20--.

The ethics cases reported are analyzed according to two categories: (1) major ethics cases, or those potentially involving serious violations of company policy or illegal conduct, and (2) minor ethics cases, or those that do not involve serious policy violations or illegal conduct. The report also examines the mode of contact in all of the reported cases and the disposition of the substantiated major ethics cases.

It is my hope that this report will provide the Committee with the information needed to assess the effectiveness of the first year of CGF's Ethics Program and to plan for the coming year. Please let me know if you have any questions about this report or if you need any further information. I may be reached at (555) 211-2121, and by email at <sl@cgf.com>.

# Format On How To Write A Report

**Tao Wei**



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