Technical Report Formatting Standards

To: [Recipient Name]

From: [Your Name]

Date: [Date]

Subject: Technical Report Formatting Standards

1. Introduction

This document outlines the required formatting standards for technical reports submitted within [Organization/Department Name]. Adhering to these standards ensures clarity and consistency across all reports.

2. General Formatting

- Paper Size: A4 (210 x 297 mm)
- Font: Times New Roman, 12 pt.
- Margin: 1 inch on all sides
- Line Spacing: 1.5 lines

3. Title Page

Include the following information:

- Title of the Report
- Author(s) Name(s)
- Institution/Organization
- Date of Submission

4. Headings

Use the following standard for headings:

1. **Heading 1:** 14 pt, Bold
2. **Heading 2:** 12 pt, Bold Italic
3. **Heading 3:** 12 pt, Italic

5. References

All references must follow the APA style format. Include a References section at the end of the report.

6. Appendix

If applicable, include any additional material or data in an appendix.

7. Conclusion

Following these formatting standards will help maintain the quality and professionalism of our technical reports.

Thank you.