**To:** LFEV Team

**From:** Ben Richards

**Date:** 30 January 2014

**Subject:** Template for future memoranda

**Abstract:**

Replace this text with a brief description of the task outlined in this memo and any significant findings or decisions which were made as a result of the research.

**Technical Findings:**

Replace this text with the technical findings of the research, and discuss all possible solutions which were explored, including their pros and cons.

**Recommendations and Decisions:**

Replace this text with all recommendations for the current design of the system and any decisions which were made based upon the findings of the research.

**Attached Documents:**

List attached documents which are either required as part of the memo or help to substantiate any claims and recommendations made previously.