

Planning Memo Template

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

A concise decision memo for a client, staff reviewer, or team

Audience: Write for the person who must understand the issue and decide what happens next. Put the request or recommendation before the background.

TO	
FROM	
DATE	
SUBJECT	
DECISION / ACTION NEEDED BY	

Recommendation or request

State the recommended action or the exact decision needed in one to three sentences

Why this matters

Connect the issue to the client question, affected people or systems, timing, and consequences

Evidence and analysis

Summarize the strongest evidence. Distinguish source, observation, inference, assumption, and unknown.

Alternatives and tradeoffs

Alternative	Benefit	Cost / burden	Risk / uncertainty	Why selected or not selected

Implementation

Lead	
Partners	
First action	
Needed input / resource	
Early measure	
Condition that could change the recommendation	

Sources, limits, and disclosure

Cite sources; identify limits and verification; disclose material AI assistance and what was checked or changed