

# Executive Summary

## Introduction

Brief overview of the business report, its purpose, and key questions addressed.

## Background & Objectives

Summary of the context or background leading to the report and main objectives to be achieved.

## Key Findings

- Highlight the most significant findings or results.
- Present key data points or insights succinctly.
- Use bullet points for clarity if needed.

## Analysis

Summarize the methodology, important trends, or meaningful data interpreted in the report.

## Conclusions

Present the primary conclusions drawn based on the findings and analysis.

## Recommendations

- List actionable recommendations for stakeholders.
- Align recommendations with findings and objectives.

## Important Notes on Executive Summaries

- Keep the summary concise—usually one page or less.
- Focus only on the most important and relevant information.
- Write clearly for audiences who may not read the full report.
- Avoid jargon and excess detail; prioritize clarity.
- Executive summaries should stand alone and make sense without the main report.