

4.8.18: Introduction to Formal Reports

What you'll learn to do: Create a formal report



A formal report in business is closer to the kinds of reports you may have encountered in an academic setting. A formal business report is generally longer than an informal report and contains many specific sections and labels. These sections and labels may come from company policy and practice or be prescribed by the outside organization the report is being sent to.

While you're more likely to encounter informal reports in your day-to-day work, formal reports are used for more complex issues and in more complex circumstances. Formal reports contain detailed information and research. They can be used to address a wide variety of topics, ranging from larger internal problems or proposals to an external client.

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