DATE: *Month xx, 201x [Date the paper is due. Use this date format.]*

TO: *Xxxx Xxx [The name of your Faculty Mentor]*
Xxxx Xxx [The name of your Writing TA]

FROM: *Xxxx Xxx [Name of first team member]*
Xxxx Xxx [Name of second team member]
Xxxx Xxx [Name of third team member]
Xxxx Xxx [Name of fourth team member]
Xxxx Xxx [Name of fifth team member]
Xxxx Xxx [Name of sixth team member]

SUBJECT: *[A concise statement identifying the type of paper and its subject, for example, "A Design Proposal for . . . ." If the subject description requires more than one line, the lines are single-spaced just like the names above.]*

FIRST-LEVEL HEADING

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Second-Level Heading

See Table 1 for an example of a table in LaTeX

More Text

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Third-Level Heading

[Do not place a subheading immediately after a heading. If the topic of discussion in a section is complicated enough to require division into subsections, include an introductory or transitional paragraph immediately after the section head that prepares readers for what is coming up. In

general, remember that you should offer the readers signposts (transitional words, phrases, or paragraphs) on occasion to help them navigate through your report.]

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Table 1: Table Title

Column 1	Column 2	Column 3
Category 1	342	231
Category 2	2231	32.09
Category 3	233	4823