

Sample Business Proposal, APA Style (Ratajczak)

MEMORANDUM

To: Jay Cropper, Senior Vice President, Human Resources
From: Kelly Ratajczak, Intern, Marketing Department
Subject: Proposal to Add a Wellness Program
Date: April 26, 2000

Internal proposal to
structured to memo
format; subject
identified in heading.

Health care costs are rising. In the long run, implementing a wellness program in our corporate culture will decrease the company's health care costs.

Ratajczak opens
with a clear,
concise statement
of her main point.

Research indicates that nearly 75% of health care costs derive from common illnesses related to high blood pressure, overweight, lack of exercise, high cholesterol, stress, poor nutrition, and other preventable health issues (Raff, 2006). Health care costs are a major expense for most businesses, and they do not reflect costs due to the loss of productivity or absenteeism. A wellness program would address most, if not all, of these health care issues and related costs.

Introduction
section provides
supporting
background
information.

Benefits of Healthier Employees

Not only would a wellness program substantially reduce costs associated with employee health care, but our company would prosper through many other benefits. Businesses that have wellness programs show a lower cost in production, fewer sick days, and healthier employees ("Workplace Health," 2006). Our healthier employees will help to cut not only our production and absenteeism costs but also potential costs such as higher turnover because of low employee morale.

Headings clearly
define the sections
of the proposal.

Marginal annotations indicate business-style formatting and effective writing.

Apa Format Business Plan

Shasha Hu



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