

ADVOCACY

Policy Brief & Memo Templates

A BNN Member Resource · 2026 Edition

Clear, concise policy writing helps civil society influence decisions. Use these two templates — a Policy Brief for external audiences and a Policy Memo for internal or targeted recommendations.

Template A — Policy Brief

Title:

[A clear, compelling title (the ask in a nutshell)]

Executive Summary:

[2–3 sentences: the problem, your recommendation, and why it matters now]

The Problem:

[What is wrong, who is affected, and the scale (use data where possible)]

Evidence & Analysis:

[The facts, research, or experience that support your case]

Policy Options:

[2–3 realistic options with pros/cons]

Recommendation:

[Your preferred option and the specific action requested]

Call to Action:

[Exactly what you want the reader to do, and by when]

Template B — Policy Memo

Field	Entry
To	[decision-maker]
From	[your organization]
Date	[date]
Re	[subject]

Summary:

[The recommendation in 1–2 sentences]

Background:

[Context the reader needs]

Analysis:

[Key considerations and trade-offs]

Recommendation:

[Specific, actionable next step]

Tips

- Lead with the ask; keep a brief to two pages.
- Write in plain language; avoid jargon.
- Use concrete data and a local example.
- Make the call to action specific and time-bound.

This resource provides general guidance only and is not legal, financial, or professional advice. Requirements in Belize may change — confirm current obligations with BCCAR and the FSC.