**To:** Recipient

**From:** Sender

**Date:** Date

**Re:** Subject

This memo is in follow-up to our meeting on date, to review my concerns, explore the direction from the CRNBC Standards of Practice and present ideas to address this professional practice problem.

My concern is… [State your concerns]

The issue is related to… [State the issue and relate specific facts and/or observations]

[For each example, include the date, situation and any other relevant information.]

The CRNBC Standards of Practice outline accountability for nurses as follows:

Professional Standards:

Practice Standards:

Scope of Practice Standards:

[Note relevant Standards which apply to the issue.]

From our discussion, I know …[you recognize X as a problematic situation…, you are aware of X…]

Possible solutions to address the concerns were explored with you and include:

1. List any solutions discussed

Thank you for the opportunity to discuss my concerns. As we agreed in our meeting, I look forward to meeting again in X [Three weeks? Two weeks? – whatever time was agreed upon].