To: Dr. Erika Paterson, Professor

From: Shahd Khudher, student

Date: June 14th, 2021

Subject: ENGL 301 Formal Report Proposal

Dear Dr. Paterson,

As requested, you can find my attached formal report proposal in this memo. My report consists of the following:

* The intended area of research, upon your approval, of how the COVID-19 pandemic affected the Orthodontic clinical practice environment and what’s needed to enhance it.
* Introduction of the report helps the reader to understand the problem and the report.
* Statement of the problem specifically explains the issue to the reader.
* A proposed solution is outlined and briefly explained.
* The scope, methods and plan of the research is also stated.
* My qualification to conduct such research.
* Conclusion of the proposed report topic.

Looking forward for your guidance.