## The Issue: Communication Template

**Problem:** "The issue is...

Cause: "We are in this situation because...

Impact: "If we don't act soon, we risk...

Solution: "To solve this, I recommend...

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Implications: "Of course there are some pros and cons...

Downside: "On the downside...

Upside: "However, on the upside...

Action Step(s): "Moving forward, our first step(s) is/are: