

Blue Fish Design Team (Sender)
123 University Way
Our Town
Email: abc123@somemail.com

23 November 2022

Ms. Client, Director of Operations (Receiver)
Green Innovations R Us
ABC Synergy Road,
Any Place

Dear Ms. Client:

Please find enclosed our recommendation report in response to your RFP of September 2022.

Our report provides detailed descriptions of two prototype designs developed and tested in our lab. The designs are compared according to the criteria outlined in your request, as well as some additional criteria determined by our design team. The two prototypes offer advantages and disadvantages for different contexts; given the stated preference to cause as little disturbance to the environment as possible, we recommend Prototype A for further development. However, given the strengths of prototype B in other areas, we are including it in the report in case you wish to give it further consideration.

Thank you for taking the time to consider our design proposals and recommendation. If you have any further questions, please feel free to contact us at the email address provided. We look forward to hearing your feedback, and to working with you in the future.

Sincerely,

Stu Dent
Stu Dent

Ann Onymous
Ann Onymous

I. M. Writer
I. M. Writer

Attachment: Blue Fish Design Recommendation Report