

Consultancy Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Consulting Firm's Name]

Executive Summary

The purpose of this letter is to summarize the key findings from our recent consultancy project with [Client's Company Name]. Our analysis focused on [Brief Description of the Focus Area].

Findings

- **Finding 1:** [Description of Finding 1]
- **Finding 2:** [Description of Finding 2]
- **Finding 3:** [Description of Finding 3]

Recommendations

Based on the findings, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

Conclusion

We believe that implementing these recommendations will significantly improve [Aspect Related to the Findings]. We look forward to discussing this report with you and answering any questions you may have.

Best regards,

[Your Name]

[Your Job Title]

[Your Consulting Firm's Name]

[Your Contact Information]