

New Technology Evaluation Letter

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We are writing to formally initiate the evaluation of the new technology, [Technology Name], that was proposed to our organization.

As part of our assessment process, we will analyze the following key areas:

- Potential impact on current processes
- Cost-benefit analysis
- Scalability and integration capabilities
- Long-term support and maintenance requirements

We would appreciate your insights and any additional documentation that can facilitate our evaluation. Please let us know a suitable time for a follow-up meeting to discuss this further.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]