

# Preliminary Cost-Benefit Analysis Results

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Preliminary Results of Cost-Benefit Analysis for [Project Name]

Dear [Recipient's Name],

We are pleased to present the preliminary results of the cost-benefit analysis conducted for [Project Name]. This analysis aims to provide insights into the anticipated economic impact of the proposed project.

## Summary of Findings

### Costs:

- Initial Investment: \$[Amount]
- Operational Costs (annual): \$[Amount]
- Maintenance Costs (annual): \$[Amount]

### Benefits:

- Projected Revenue (annual): \$[Amount]
- Cost Savings (annual): \$[Amount]
- Social Impact Valuation: \$[Amount]

## Net Benefit

The estimated net benefit over [time period] is \$[Amount]. This indicates a [favorable/unfavorable] return on investment.

## Next Steps

We recommend a thorough review and discussion of these preliminary findings to align on the next steps. A detailed report will follow, providing a comprehensive view of the cost-benefit analysis.

Thank you for your attention. Please feel free to reach out for any further information or clarification.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]