

# Software Release Readiness Evaluation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Job Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

We are pleased to inform you that the software **[Software Name]** is being considered for release. In preparation for this release, we have conducted a thorough evaluation of the software's readiness based on the following criteria:

## Evaluation Criteria

- Functional Testing: [Yes/No] - [Details]
- Performance Testing: [Yes/No] - [Details]
- Security Assessment: [Yes/No] - [Details]
- User Acceptance Testing: [Yes/No] - [Details]
- Documentation Availability: [Yes/No] - [Details]
- Training and Support: [Yes/No] - [Details]

Based on the above evaluation, we believe that **[Software Name]** is ready for release. Please review the attached documentation for a comprehensive overview of our findings.

We would appreciate your feedback and approval to proceed with the release. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Contact Information]