### **Client Recommendation Report**

#### **[Title of the Report]**

#### **[Your Name / Your Company Name]**

#### **[Date]**

### **1. Executive Summary**

Summarize the client’s needs, your analysis, and your recommendation.

### **2. Introduction**

* **Purpose**: Explain the goal of the report.
* **Background**: Provide context on the client and their situation.

### **3. Problem Statement**

Define the client’s problem or opportunity.

### **4. Analysis and Evaluation**

* **Findings**: Detail key observations about the client’s needs or market conditions.
* **Options Considered**: Provide a comparative analysis of possible solutions.

### **5. Recommendation**

State your recommendation, explaining how it aligns with the client’s goals.

### **6. Implementation Plan**

Provide actionable steps, timelines, and resource requirements.

### **7. Conclusion**

Reaffirm your recommendation and the anticipated positive impact on the client.