

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.