

# 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.