Dear

I am writing to…

…

The overall standard of the product presentation was high and we were impressed with how simple, direct and lucid the demonstration was. During the demonstration, each member has exhibited proficient skills in communication through oral, written, visual, digital modes to articulate ideas.

Content were presented clearly and coherently, in particular, the system architecture and design were communicated professionally using visual aids and live demo. The development team demonstrated cognitive and technical skills and exhibited a comprehensive understanding of knowledge in the product. Our company is pleased to see that the team has exercised critical thinking and judgement in identifying and solving problems.

Furthermore, the explanation of the cloud media library is pertinent and suitable for the intended audience. Our staffs are fascinated by the team’s ability to analyze the development processes and requirements from broad perspectives. The presentation was well-prepared in advance and also lively presented. In brief the developers ran the presentation smoothly with confidence. It would be grateful to include a summary of the presentation with key points that have been covered. An overview can help the objective of the presentation to stand out.

Notwithstanding, it is notable to highlight that not all developers had attended the product presentation day. Our company inevitably concerns about the collaboration in the development team, as it is a critical factor for the success of the project.

…

Yours sincerely,