Date: July 5, 2022

Subject: Introduction for my Recommendation Report

To: Kelly Ellis.

University of Houston

Dear Kelly Ellis:

I am writing this business letter to tell my teacher about what I am researching in my recommendation report. My reason for writing the recommendation report is to learn about wind energy and solar energy, and which energy source can be more efficient, convenient, and safe in the future.

The topic of energy is an important issue in the 21st century. My reason for studying them is that by studying energy issues I can predict the future direction of energy use very well.

I learned about energy issues when I was in high school, and through my understanding of chemical energy. I learned about various energy sources which include wind and solar energy.

Finally, I would like to know how to make a more specific comparison of the two energy sources? Here is my contact information, [17702439521zyx@dlmu.edu.cn](mailto:17702439521zyx@dlmu.edu.cn).

Sincerely,

Yuxuan Zhang

Dalian Maritime University