***Draft***

(Teams should edit the draft to personalize its contents to their individual projects)

< *Client name* > < *date* >

< *Client address* >

Dear < *client name* >,

We, the < *team name* > Senior Project Development team, would like to thank you for providing us with the opportunity to work on < *the project name* >. We appreciate your patience and understanding as well as the time you have dedicated to us over the past two semesters. This project has been a tremendous learning experience for the entire team. Developing < *the* *product name* > has provided us with the type of challenges and experiences that we believe has enhanced both our technical skills and our understanding of the process of developing software. It is our sincere hope that < *the product name* > will fulfill - and hopefully exceed - all of <*company or client’s name*>’s expectations for its use.

The Delivery Products are as follows: (to be filled out by client ONLY)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Artifacts | Client’s Acceptance\*(Yes/No) | Remarks |
| 1 | Source Code |  |  |
| 2 | Object Code |  |  |
| 3 | User Manual |  |  |
| 4 | System Test Report |  |  |
| 5 | Maintenance Manual |  |  |

\*Client’s Acceptance (Yes) indicates that the artifacts fully satisfy client’s expectations.

Your signature on this document signifies acceptance of the product as installed and demonstrated, bringing to conclusion our work on the < *project name* >, and releases the < *team name* > and California State University, Sacramento from any further obligation regarding this product. Again, we want to thank you for your support.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*client name*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*client title*>  Senior Project Instructor  Professor <*Professor Name*>  Department of Computer Science  California State University Sacramento | Sincerely,  The <*team name*> Development Team  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <*team member name*> <*date*> |