

Task 4: Summarize key findings in an email

Providing a brief summary on Zeta to the team to answer the client's requests.

Here is the background information on your task

We suggest you complete Tasks 1-3 before commencing this task.

We would like you to distil the information into a concise email so that key findings can be shared for senior bankers' review.

Here is your task

Based on the information provided and the outputs created from Task 1-3, please prepare a short email in a word document (no more than 200 words) summarizing key findings.

Your email, addressed to "Team", should touch on the following items:

- Zeta's description
- Who is Zeta's most relevant comparable companies (including a short rationale for selecting them)
- Where does Zeta and its comparable companies trade at (i.e., their current valuation range based on 2020 EBITDA and PE multiples)

Resources to help you with the task

Key tips for this task: Proofread your output to make sure the following aspects of your email are appropriate before submitting:

1. content: covers everything we've suggested you to include
2. tone: be polite and professional
3. language: check for grammar and typographical errors
4. structure: consider spacing out the content with bullets and/or paragraphs
5. length: no more than 200 words