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Thom Davis
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College of Information Science and Technology
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Dear Mr. Davis,

I am writing to you today in response to an inquiry into the progress of my report on public-key cryptography. Assignment 3 specifications require me to send you this cover letter to provide confidence that my report is progressing as planned, and to provide a budget update.

I have not run into any major problems developing my report. Research has gone as planned leading me to have an abundance of information for the report. I am synthesizing my research into a few weekly writing sessions. Finding some final information on the RSA cryptosystem will use the last of my allotted research time. I am on course to complete my paper by April 24th and then begin final revisions. With respect to the design process, Adobe Photoshop has enabled me to create a cover page and headings that readers may find interesting. I am proud to say I think my designs set my paper apart from others who have not added their own personal design to their papers.

Good news: *we are under budget*. Writing both cover letters has taken me 15 less hours than I had allotted in the proposal. Additionally, the proposal outline has helped me make significant efforts towards the main report which has also cut back time. My estimates put us at 50/198 hours spent so far. An estimated workload of 50-75 hours remains leaving us with a total of 100-125 hours for the entire project. We will only spend 50.5% - 63.1% of the total budget. This means we will save approximately \$2500-\$3500 by the end of the semester.

Finally, I would like to inform you that my draft is 60% completed. It will not take much longer to input all my research into the paper and begin revisions. Moving forward, organization will be my focus to provide clarity and improve reader comprehension. I have enclosed my draft and an accompanying style sheet for your reading. If you have any questions regarding my report, please do not hesitate to ask.

Respectfully,

A handwritten signature in black ink, appearing to read "Matthew C. Sutton", with a stylized flourish at the end.

Matthew C. Sutton
Student

Encl. Report Draft and Style Sheet