

SAMPLE TRANSMITTAL LETTER

Winston Consultants

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7 May 2007

Mr. James Smith

Crypton Pty. Ltd

15 Streets

INTERNATIONAL BUSINESS PARK SINGAPORE 600436

Dear Mr. Smith

Further to your request of 9 March, I hereby attach our report analysis for IT governance of ABC Corporation. As discussed with you during our meeting last month we have paid particular attention in our analysis to implement CobiT in each domain and its processes.

The reports provide details on process assessment and relevance on thirty four process of the CobiT as well as full examination of your direct and indirect competitors.

Our investigation suggests that IT governance process of Microsoft Corporation implement MOF, MSF, IO, ITIL and ITSM and the CobiT. However, as out lined in our report, indication of possible competition from world wide IT companies in the next decade suggest the need for an accelerated development program in order to stabilize a new IT market.

We recommended that your proceed with the development of the process, with the consideration given to the revised schedule provided in this report.

We have proposed number of the ways in which encounter potential foreign competition while maximizing your domestic IT profile. None of these proposals, we believe, need affect IT product development but several suggestions hold the promise of broadening the potential domestic market in surprising directions. We discuss these points in detail in the report.

Thank you for affording us the opportunity to work with you on this project.

The team **will be glad to discuss any question you may have at our meeting next week.**

Yours Sincerely

Erin George

Management Consultants Director

Comment [PRK1]: An average score 5/10. You all can do a betr work ☺

Comment [PRK2]: You may wish to structure the letter commencing with the purpose, scope, recommendation etc.....