

[Your Name]
[Your Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Return on Investment (ROI) Evaluation for [Project/Investment Name]

Dear [Recipient Name],

This letter provides a formal evaluation of the Return on Investment (ROI) regarding [Project/Investment Name], covering the period from [Start Date] to [End Date].

The primary objective of this evaluation is to determine the financial efficiency and overall performance of the capital allocated to this initiative.

Financial Summary:

- **Total Investment Cost:** \$[Amount]
- **Net Profit/Savings Generated:** \$[Amount]
- **ROI Percentage:** [Percentage]%

Key Performance Findings:

[Insert a brief description of the qualitative and quantitative benefits achieved during this period.]

Conclusion:

Based on the data above, the investment has [exceeded / met / fallen short of] the initial projected benchmarks. Our analysis suggests that [insert recommendation, e.g., continuing the project, increasing budget, or reallocating resources].

Please find the detailed analytical report attached for your review. I am available to discuss these findings at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]