Dear <sponsor name>,

We, the <team name> Senior Project Development team, would like to thank you for providing us with the opportunity to work on <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 <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 <product name> will fulfill - and hopefully exceed - all of <company or sponsor’s name>’s expectations for its use.

The Delivery CD contains the following:

- Copies of all the baseline documents
- Logs containing management information recorded over the life of the project
- Presentations made to the senior project class
- The Software

Your signature on this document signifies acceptance of the product as installed and demonstrated, brings 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.

Sincerely,

The <team name> Development Team

Sponsor Signature

< sponsor name >
< sponsor’s title >

< team member name > < date >

Project Adviser

< lab-instructor’s name >, Professor
Department of Computer Science
California State University, Sacramento

< team member name > < date >