**Sample Fax letter format**

Danny Whittle

OTS group,

Post bus 492,

NL 5300

Daniel Branford

432 E, Drachmann

Tucson, AZ 87505

USA

Dear Mr. Daniel:

This is to inform you regarding a good news that our project “Intelligent agent and systems”  has been accepted by the Marico AI company. The project constituted of machine learning, natural language understanding and processing, robotics and expert systems. Each topic has been accepted as an “A”  level project with an excellence award associated with it. The excellence award is for the designing of expert systems for Mycin and Defense organization. The Mycin was a medical project which could automatically diagnose a patient of his or her illness. And the defense project included the prediction of the wartime as to when exactly the rivals will be at fight. The machine learning was graded A+ which is an outstanding result. We have also grabbed another project on neural networks which would profit our organization at very high level. Good luck and congratulations.

Yours sincerely

Danny Whittle

(Project Analyst)