Dear Laura,

We wanted to introduce ourselves and say how much we are looking forward to working on this project with you.

We have read through your specification and have grasped a relatively good idea of what you are looking for. It would be great if we could meet in person in the near future to discuss our opening thoughts and ideas, then get to know more about the hospice and your further details for the development of the website.

Can we suggest a meeting this Wednesday (23rd) at any time, or alternatively this Thursday afternoon (24th). Let us know if either of these times works with you, if not we can discuss further.

We look forward to meeting you and getting underway.

Kind regards,

Harry, Ed, Ben, Nick, Tom and Tim