Reply to Dr Simmons’s email (remember that you have only met him once). Your aim should be to gather detailed information about his business, his needs and his scope of works in order for you compile a proposal report. (200 words)

In the email try to build your relationship further and extract some key information about his business, including: Number of staff (including specialist medical, admin); workstation requirements; specialist equipment and software used; Dr Simmons’s data server and host; home to office links; links with work; What is the current IT support?; Why does Dr Simmons want to change? Etc.

Greetings,

Dr. Paul Simmons My name is XYZ, and I work as an IT consultant. I've spent a lot of time working with ABC Partners. I'm excited to present the proposal to Simmons Medical Practice for improving IT capabilities, including implementation planning, a cost summary, etc. The information you are expected to provide in response to this email will help me better understand your company model, the products and services you use, your fresh ideas for the industry, and the technical tools you employ to advance it. Additionally, I would want to know how many staff at your organisation are IT professionals. I'm interested in learning more about responsibilities, duties, and associated information. I have to make sure that the project's expenses, timeline, and scope are well explained in our proposal. I'll claim that by meeting their needs, we provide the best software development solutions for worker happiness. Our diverse approaches, cutting-edge problem-solving abilities, and technologies all contribute to meeting consumer needs. I have every confidence that we will deliver these big modifications in under 40 days and that the plan will meet your requirements. I'll also let you know when we should meet to discuss the proposal in more detail.

Yours sincerely,

X.Y.Z

ABC Partners

QIBA Pty Ltd