

Please craft a request email for 1 of the following needs.

- You need to request the FTP information from a client to access their code, knowing the assistant you are in contact with may not be sure what the information that you are requesting is.
- You are needing more page content for a marketing site project, the project manager is out of town and you need to contact the client to get the page done by the deadline. You need both photos and a couple of paragraphs for the “About Us” page.

Subject: Marketing Site Project

October 14, 2020

Good Afternoon Mr. Smith,

My name is Bobbie Augspurger and I am from Midwestern Interactive. We are working on the Marketing Site Project for your company with an upcoming deadline of October 31st. We are reaching out to see about obtaining additional photos and content information for the “About Us” page since Phil Jones, the Project Manager, is out of town. When would be a good time this week to touch base about these items? I appreciate your time and look forward to visiting soon.

Best regards,

Bobbie Augspurger  
Marketing Project Support