Good Afternoon <Client>,

My name is <Team Leader’s name> and I would like to take this opportunity to introduce myself and my group who have signed-on to undertake the <Insert Project Name> project you have submitted to Swinburne.

The team consists of myself, <team member #2>, <team member #3>, and <team member #4>. I have included a short bio for each of us below, so that you can get quick insight to our skills.

We would like to organise a time to meet with you in person to discuss the project. Could you please advise what your availability is.

Ideally, we would love an hour of your time sometime in the next seven days for the initial meeting to allow us to gain a better understanding of what you would like to be achieved from this project. We are available to meet on <Insert Day> prior to <Insert Time(s)> but we will resolve amongst ourselves to work around your availability if this does not suit.

We look forward to hearing back from you with when is a suitable time and date to meet in person.

Kind Regards,

<Team Leader’s name>

*On behalf of <Insert Team members names>.*

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**TEAM BIOGRAPHY**

<Student #1>

I am currently undertaking a Master of Science majoring in Network Systems. This degree has a primary focus on Cisco networks and Microsoft Windows Server. I completed a Bachelor of Information Technology in 2010 which focussed on project management and business analysis amongst a myriad of other soft-skill IT competencies.  In the intervening years between my undergraduate degree and my postgraduate degree, I worked in the Department of Defence as a policy writer and capability analyst.

I believe the combination of the skills gained both at university and at work will be a good fit for the project you have put forth.

Email:

<Student #2>

I am studying a Master of Internet Technology, specialising in Information Systems. My strengths are requirements gathering, research and motion graphics presentation. I am passionate about visual presentation, and thrive to explore new ways for interesting and informative communication.

Email:

<Student #3>

I am doing a Master of Information Technology with a specialisation in Information System. I am really good at project management, user centred design, and system analysis. In addition, I have experience of requirement gathering, project estimation, and software testing as well.

Email:

<Student #4>

I am currently studying a Master of IT specialising in Information Systems. I have a Bachelors in Commerce (Accounting and Finance). I believe the knowledge I’ve gained from my studies will be able to assist with the gathering and analysis of requirements, and the development of user documentation.

Email: