Dear Mrs. Jones,

After receiving your e-mail, here are the solution, I can suggest ,  
I have received your e-mail, bring  
as an answer to your message,  
 a reply  
 a response

It is an emergency to secure our system  
 high time

* I can install a firewall and a proxy server

set up

* We should reset everyone’s password and create a random one that each employee would get at the CEO’S office.
* To secure each workstation, I will update an antiviral software
* We should think of a way to train the staff how to recognize cyber-attacks and to

reach the personnel

prevent their computers to be infected by viruses or Trojan horses.

* Our agent ought to be careful about where they surf on the internet

Engineers browse

* I can also encrypt sensible data

Is soon as I have you agreement, I will operate all these action.