

Friendshell Egaran  
School President  
Northford  
September 20, 2024

To: Jennifer Corpuz  
Subject: Instructions for Upcoming Project

Dear jennifer,

I hope this message finds you well. This memo outlines the key instructions for the upcoming project, Website Redesign, that need to be followed to ensure its successful completion.

**Objective:**

To enhance user experience and modernize the layout of our company website.

**Instructions:**

**1. Conduct Research:**

Review competitor websites and gather insights on current design trends by September 10, 2024.

**2. Draft Initial Design:**

Create a wireframe and submit it for review by October 6, 2024.

**3. Gather Feedback:**

Present the wireframe to the team for feedback during the meeting on October 10, 2024.

**4. Finalize Design:**

Incorporate feedback and prepare the final design for implementation by October 20, 2024.

**Deadline:**

Please adhere to the specified deadlines to keep the project on track.

**Resources:**

For your reference, I've attached a document with examples of designs we discussed. Please feel free to reach out if you need additional resources or support.

If you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,

Sincerely,

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