

A NEW CONSULTING PROJECT

- 1. Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client. Also, specify when you would send this communication and why you've picked that timing.**

Ans.

Hello Ma'am/Sir,

I am the programmer that is assigned by the <Company Name> on your project <Project Name>. I am thrilled and excited for the challenge and the outcome of this project. Can we make a scheduled day to update you for my progress on your project. I want to show the progress I made and the question I came up with while developing your product.

Sincerely your programmer,

Karl

I will send this email before the project starts in order to build a foundation relationship with the client.