Taylor Bailey

Systems Analyst Team Leader

5097 Willow Swamp Rd.

Islandton, SC 29929

Date: November 6th 2018

Kyle Johnson

Johnson Yard Service Owner & Team Leader

102 Caveson Drive

Summerville, SC 29483

Dear Mr. Johnson:

I am writing to you concerning your requested information system update for your company, Johnson Yard Service. My team and I would like to conduct an additional interview with you and your team so as to more accurately define the needs of the company and fully identify the areas that need to be improved. We would like to interview yourself, Mr. Johnson, as the owner and decision maker for the company as well as one of the company’s full-time employees as a general user. Attached to this email are the set of interview questions, sectioned off for both owner and employee.

This interview will be conducted through email correspondence so as to take up as little of your time as possible. We would also like to review a sample of some of the forms that are in use that are currently being manually instructed, such as work schedules, task lists, etc. We wish to have the attached returned no later than 11/11 so as to give my team ample time to review and compile our findings for your company’s current needs.

We appreciate you working with us on our project so far. Your time is valuable, and we seek to ultimately provide a quality design that you may use for future implemented upgrades to a currently manual system.

Thank you,

*(Signature will go here after final draft of letter is complete)*

Taylor Bailey

Systems Analyst Team Leader

Enclosure