



Email Templates

This page contains all the templates developed to help students in this unit. The templates will also be available in relevant locations, within the unit, this is a compilation of all templates in one place.

Note: Please remove instruction texts from the templates after completing each section with relevant content.

Client introduction template email can be found [here \(https://swinburnesarawak.instructure.com/courses/2111/files/1428542?wrap=1\)](https://swinburnesarawak.instructure.com/courses/2111/files/1428542?wrap=1) 
(https://swinburnesarawak.instructure.com/courses/2111/files/1428542/download?download_frd=1)

Client sign off agreement template can be found [here \(https://swinburnesarawak.instructure.com/courses/2111/files/1428607?wrap=1\)](https://swinburnesarawak.instructure.com/courses/2111/files/1428607?wrap=1) 
(https://swinburnesarawak.instructure.com/courses/2111/files/1428607/download?download_frd=1)