To: johndoe@instructure.com

From: nasandratra.access4@gmail.com

Subject: Update Regarding the Business Report

Dear Mr. Doe,

I am reaching out to inform you of my progress on the business report regarding an element that could influence the company in the future.

During the week, I have decided to discuss the impact of the Artificial Intelligence trend on our organization. The report will contain a SWOT Analysis of the subject and the context of Artificial Intelligence in online education. I plan to finish it by March 30th.

I have already found a report about it from the MINTEL platform you recommended me to seek. In addition to that, I have collected points on the analysis from different sources. However, I struggle to consider the sources as reliable apart from MINTEL. I wonder if you could help me distinguish them.

That is all for my report. I look forward to hearing from your responses.

Wishing you a good weekend,

Cordially,

Nasandratra Harivonjy