

# Email Writing Assignment #4

**Email To:** *johnathan.niziol@mitt.ca*

**Due Before:** *Friday, March 2nd, @ 3:30 PM, 2018*

**Topic:** Didn't complete the web page on time

**Audience:** Your project manager (*make up your own name for them*)

**Length:** *150-250 words*

**Evaluation Criteria:** *mechanics, sentence structure, focus, conciseness, understanding, paragraphs*

You have been busy working hard building a new web page but unfortunately it's just too difficult to finish in the amount of time that you were given.

Your project manager needs to know why it's taking so long so they can justify the late delivery of the project. Explain to them some of the challenges you faced so that they can understand better.