**Christian Jay A. Noora**  
**Bachelor of Science and Information Technology**  
**Bestlink College of the Philippines**  
**1071 Quirino Highway, Brgy. Kaligayahan, Novaliches  
Quezon City, 1124**  
09691213125

August 20, 2024

Dear Ma’am/Sir,

Subject: Appointment for Business Interview

I hope this letter finds you well. My name is Christian Jay A. Noora from Bestlink College of the Philippines, and I am a Scrum Master (leader) in our group. We are currently undertaking a capstone project focused on developing an innovative system software designed to enhance efficiency and operations within the merchandising sector.

Our research has identified Great Wall Arts as a leading organization in merchandising, known for its dynamic approach and successful business practices. We are particularly impressed on how your business works, which aligns closely with the goals of our project.

We would like to request an appointment for an interview with you or a relevant representative from your team. The primary purpose of this interview is This insight is crucial for us to tailor our system software to meet the practical needs of businesses like yours effectively.

The details of the proposed meeting are as follows:

**Date:** August 20, 2024  
**Time:** 11:00 am  
**Location:** Pasig

Please let us know if the proposed time is convenient for you or if an alternative arrangement would be preferable. We are flexible and willing to adjust to fit your schedule.

We sincerely appreciate your consideration of this request and look forward to the opportunity to learn from your expertise. Your insights will greatly contribute to the success of our project and help us develop a system that truly benefits businesses in the merchandising sector.

Thank you for your time and attention. We eagerly await your response.

Warm regards,

Chrisitian Jay A. Noora

Scrum Master

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