**A new consulting Project**

Mark has been assigned a new project for a client named John.  Mark is the only person working on the project from your company.  Mark reports directly to a client who directly manages the project and who is also acting as the project manager.  Mark is supposed to do both the front-end and the back-end work for the client.

Mark is new to this project and although Mark has talked to the client a few times, it’s not clear what the client expects from Mark, what work Mark should be doing each day, or when they would be meeting, etc.

As you’re new to this project, you want to establish a good working relationship with the client also and show that you’re talented and you’re proactive.  Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client.  Also specify when you would send this communication and why you've picked that timing.

* First, what I will do is to email them showing gratitude for putting their trust on me that I will do my best to meet the client’s expectation I will send daily updates so that the clients will know what I’m up to and so that if they want something to change on the update, I will know it soon and change it soon.

Dear Client,

I am very thankful that you’ve trusted me with this project and I excited working with you! I will do my best to meet your expectations, I will update you daily if you permit it so that you can see my progress in this project.

I would like to start our relationship with transparency so If ever you want something change, questions, clarifications or misunderstandings just let me know and I’ll try answer you as soon as I can. Once again thank you and God bless.

Kind regards,

Kharl Perry Camson