

Date: March 11, 2022

To,

Bill Nixon,
Sr. Business Analyst,
Conestoga College,
Kitchener, ON

Subject: Regarding the Selection of Area of focus for TO-BE Process

Respected Bill,

Greetings for the day!

Hope you are doing well. I, Mayurkumar Rafaliya, Project Manager of Team G. I, am Writing this letter regarding selecting the area of focus for TO-BE to improve the current process. I have decided to work on picking the TO-BE deliverable. To Improve the process, I will be submitting the deliverables mentioned in the Excel sheet named "W22_Mayurkumar_Rafaliya_INFO8440_Project_2_RACI_Deliverable".

It would be a great honour for me to work on this with your guidance, which would help me improve myself and bring me closer to my goal of becoming an excellent junior BA..

I look forward to hearing from you soon.

Regards,
Mayurkumar Rafaliya