**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.

**ANSWER**

**Good Day John, I’m very excited for having this new project, I would like to meet you in person or via zoom so that we can talk about the project requirements and details thoroughly and also, I want to ask some question about the projects as well. I want to put an overall effort to give you an overwhelming product result to this project. I hope you can spare me some of your precious time, anytime whenever your free.**