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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.

Dear John,

I’m Rommel Niebres, the full stack developer of Company X and I’d like to personally thank you for choosing our company for your needs in software.

I’ve seen the requirements and request for the project and to be honest I am new to this kind project. I am excited to build the software, according to the way that we will both like.

I am open for meeting via personal or video call, so let me know if you’d like that. I am glad to give updated and useful information while we are building the software. I’d love to hear what you think of this idea and if there is anything we can improve. If you have any questions, please reply to this email. I’m always happy to help!

Rommel

*I will send it immediately after I know the details of the project and the client is confirmed. For specific time I would choose Monday or Tuesday morning to give John time to respond and we can still schedule meeting during Wednesday-Friday.*