Dear Mr. Berger,

The management has told us that your company, Barroc IT, has a communication problem between various departments. We, Tom, Steven and Santino, would like to help with the solution.

We have been asked by the direction if we wanted to make and design a program for the communication problem. We are going to make and design a program in which all data from the departments come together. This way the departments can see exactly what is happening in the other departments.

We would like to have an interview with you in order to obtain more information. Could we schedule a date and time for an appointment?

We hope to hear from you soon.

Sincerely,

Steven, Tom and Santino