To:   
*Federated Insurance*   
*121 E Park Square*   
*Owatonna, Minnesota*   
*March 1, 2019*   
  
*To Whom It May Concern,*   
  
My name is Jordan Moore and I would like to take this opportunity to briefly introduce myself and my team for your Motor Vehicle Record system analysis & design. We are a group of hard-working individuals, each with unique capabilities that when combined bring together a great team.   
  
**Meet Our Team:**   
Jordan Moore, our Project Manager, has years of experience managing projects in order to ensure the project goes smoothly and all questions are answered in a timely fashion. Jordan will work hard to ensure that your project stays within budget and time constraints.   
  
Kyle Randall, our Senior Developer, has years of experience in database design & implementation, front end development, and backend scripting.   
  
Anton Fuchs, our Junior Developer, brings to us new experiences and ideas. Anton will be working alongside Kyle to bring the project to life!   
  
Bill Vang, our Documentation Specialist, brings years of documenting systems throughout his various roles and will be providing the best documentation possible for your system.   
  
Kue Khang, our Data Entry specialist, brings years of data entry to the table and has "Wack" typing skills. This will allow us to turn your project around as fast as possible.   
  
We are excited & looking forward to the prospect of completing this project alongside your company to ensure the best results for both us & your company! I look forward to speaking with you throughout the course of this project!   
  
*All the Best,*   
Jordan Moore   
Project Manager