*professor’s name*

School of Engineering Technology and Applied Science

ICET Department

Progress Campus, Room A2-30

*date*

Dear Professor ,

It is our intent to pursue the following project for the MAPD-212 Mobile Application Development Project course for the *Winter 17 semester*.

We look forward to your approval so that we may proceed with our selected project as soon as possible.

Client Name, Location, and Address:

Client Contact (name, phone, e-mail):

General Project Description:

Problem statement, Proposed Solution, High Level Deliverables

Planned Beginning and Ending Dates:

We appreciate your review, comment and approval of this project for our team.

Sincerely,

(Team Member Names & Signatures)