

Client Email

Due Week 2 (Friday, September 4)

Prof. Jack Reilly

Fall 2026

- **Due:** Week 2 (Friday, September 4)
- **Points:** Counts toward professionalism
- **Submit to:** Your client, CC your UCA
- **Submission:** By Individual

Instructions

Send an introductory email to your client requesting your first meeting. CC your UCA on this email and on every email you send your client for the rest of the semester.

Guidelines

The following guideline applies to this assignment:

- [Client Email Guide](#) – How to write your first email to your client.

You can find all of the course guidelines on the [Guidelines](#) page.