To: Client

Cc: Sheena, Client relationship manager

Subject:

Hi Client name,

I’ve attached the storyboard for the **Project Name** module for your review. This document outlines each screen of the module, and for each screen describes the text that appears on screen, as well as any audio and graphics, and any interactivity on each screen. There are also a few comments in the document to help clarify certain components.

This storyboard is a very important document, as the final build of the module is based on it. We value your feedback, so we encourage you to do a thorough review of the script. If you have any questions about the document at all, don’t hesitate to contact us and we will be more than happy to help you out.

**What happens now?**

* You’ll need to review the attached document and **distribute it to your stakeholders** for their feedback.
* Once you receive all feedback from the stakeholders, please **consolidate the feedback**. This means you collect the feedback together, resolve any contradictory or ambiguous feedback, and translate it into actionable feedback for us. Because you’ll need to consolidate their feedback, we recommend you organise your stakeholders to provide you with their feedback at least a day before you are due to return your feedback to us.
* Please ensure that you include your consolidated feedback as **tracked changes** to the storyboard itself, and send the document back to us.
* We’re expecting your feedback by close of business **DD/MM**.
* We will then implement your feedback and return the storyboard to you on**DD/MM**, for your sign off on **DD/MM**.

Please note that any delays in getting this feedback to us by the above date will impact the project schedule. Please notify us as soon as possible if you suspect there may be a delay. In that case, we can work with you to ensure we reschedule the dependent work as closely as possible.