Dear Mrs.Huges

How would you like to cut your printing costs by more than 60 percent per month? Give us a few Days of your time and well show you how.

Well review every facet of your current system and analyze its strengths and weaknesses. Well look at a comparison of costs for other businesses of your size and provide a comprehensive report of short and long-term actions that will generate substantial savings for your company.

The enclosed proposal outlines the details of what well do and how successful we’ve been at doing this for other businesses. In fact, we guarantee you’ll save no less than 10 percent per year savings as a result of our efforts.

I’ll Meet after you’ve had a chance to review our proposal.

Sincerely,

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