

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Will you let us save you \$5,000? \$10,000? \$100,000?

We'll review every facet of your telephone system, including:

- Toll and usage billing
- Service and equipment
- Pricing from interconnect vendors

Then we'll develop a matrix of costs for your equipment and facilities by location, present current-value cash-flow analysis for alternatives, and provide a complete report of short-term and long-term actions that will generate substantial savings and provide better services for your company.

The enclosed proposal outlines the details of what we'll do and how successful we've been at doing it for other companies. In fact, we guarantee that you'll save no less than \$5,000 a year as a result of our efforts.

I'll call after you've had a chance to review our proposal.

Sincerely,

[Your Name]
[Title]

Enclosure