[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: FREE BUSINESS NEEDS ANALYSIS**

Dear [CONTACT NAME],

Do you think that upgrading your business processes might make sense, but not sure what you need or what to do next? Our **free Business Needs Analysis** might be the answer.

Here’s how it works:

One of our business specialists will visit your offices and, at no cost to you, conduct a complete audit of your business processes. We will look at your operations, what is computerised, what is not, and which areas could be made more efficient through better processes and technology.

Within [NUMBER] hours of our visit, you’ll receive a written report that gives the results of our Business Needs Analysis. It will include specific hardware and software recommendations, along with cost estimates for purchase or lease of the recommended systems and applications.

There is no cost for this Business Needs Analysis. There is no obligation or sales pressure of any kind. Even if you don’t have us put in a system for you, you will find this analysis of your business processes and computing needs interesting – and useful. Call us today.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]