



Green Technical Systems

Today's Technology for Tomorrow's World

12345 Greenway Road Greencastle IN 64332

April 30, 2008

Mr. John Lockhart  
President  
JSKL Marketing Ltd.  
949 Park Avenue, Suite 900  
Sacramento, California 95605

Dear Mr. Lockhart:

I would like to take this opportunity to introduce myself as your Green Technical Systems' Training Manager and welcome you as a valued customer.

GTS has developed a highly innovative and exciting training course, which I have been providing to our customers for more than eight years. I have enclosed our latest brochure outlining all class modules and a background of my training experience.

The courses are very comprehensive and interactive and will help your employees expand their knowledge of GTS professional applications. Our goal is to give attendees as much product and software education as possible in a manner that will allow them to become productive immediately.

Other key benefits include the following:

- Classes are held at the convenience of our customers.
- The training will allow JSKL employees to ask specific questions related to their job responsibilities while still covering the core curriculum.
- The training will improve and increase productivity and job accountability.
- The course curriculum is developed and budgeted specifically for each customer at the time the product is installed.

I will be contacting you in a few days to schedule a visit to your office to discuss course details and training dates. However, if you need to get in touch with me beforehand, please call me at 1.888.555.1212. We value the comments of our customers and we hope you will share your thoughts with us.

Thank you for your business. We are sure you will find our products, service, and training course highly satisfactory. I look forward to meeting you and the JSKL Marketing staff.

Sincerely,

*Marjorie Baker*

Marjorie Baker  
Training Manager

Enclosures: (2) GTS Training Course Brochure & Bio