

Customer
Address
City, State ZIP

Dear (customer):

Thank you for responding to our recent telephone call. We are conducting an outreach effort to follow up with past customers whom we have not worked with in the last year. We appreciate your taking the time to speak with us and update us on your present and future training needs.

Please take a moment to review our enclosed literature, which describes the contract training services that Columbus State's Business and Industry Training Services can provide to your organization. If you are unfamiliar with our services, please know that we provide a wide range of contract training, consulting, and assessment services including:

- Leadership and team development
- Quality systems training
- Job profiling
- Skills assessment
- Industrial technologies
- End-user computer skills

If you have further questions about our how our services can benefit your organization, please call our Client Specialist, Gina Shelton, at **614-287-5000**. Thank you once again for your interest in Columbus State's Business and Industry Training Services.

Sincerely yours,

Aaron Minnick
Coordinator of Marketing
Columbus State Business and Industry Training Services