To Whom It May Concern:

We at Impact Networking would like to position ourselves as a candidate for your business in the upcoming business cycle. Our goal is to provide you with the best possible service, and to make your day-to-day operations as simple and streamlined as possible. In order to do this, we ask that we be given access to certain records pertinent to our business operations. These records will help us learn how we can better serve you. We would like to request access to the following:

- Lease and Maintenance or Service Contract(s) pertaining to all copier and printer equipment used by the school/district
- Contract(s) pertaining to any Managed Print Services and Outsourced Managed IT Program used by the school/district
- Current Invoices

We would like to thank you in advance for the time and effort expended in acquiring this information. In our efforts to establish a business partnership with you, we want to be available as a resource to you throughout the process. We would be happy to answer any questions you may have, or cover costs associated with obtaining these records, such as copying, shipping, etc. We look forward to the opportunity to work with you.

Sincerely,

Mary Zellers
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