Subject: Request for information for CO600 Project  
  
Dear Sir/Madam  
Over your time at the University you may have pieces of equipment that you might like to lend out to other members of faculty and students for projects and research. This can be problematic in some occasions remembering who has the items or even what you might like to lend.  
For our CO600 project as a group we have been tasked with creating a website/mobile app that will make it easier for you and your colleagues to gather and keep track of all the items that are available for lending out. This will allow the catalogue of items to be booked out from authorised persons via a secure login systems supplied by the University. This system once tested out on the School of Computing will hopefully be rolled out for other faculties from Medway and Canterbury.

To this end we would like to set a meeting with you or anyone you can think of who would like to participate in this project. We would prefer a face to face meeting if you have equipment to lend, so we can reassure you that the items you may decide to lend will have any preconditions you desire to be added to them.  
  
Yours Sincerely

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