**Joe**

**Street Address**

**City, ST, ZIP Code**

**2012/02/15**

**Phillipe Babineaux**

**Chief Executive Officer**

**Renovations Inc.**

**Street Address**

**City, ST, ZIP Code**

Dear Mr. Babineaux,

I am honored to introduce the latest productivity tool IBM Docs to you via this email.

IBM Docs is a web-based editor for creating, sharing and collaboratively authoring documents, spreadsheets and presentations. It is a better way to create documents, because you can co-edit with colleagues, comment and discuss in context, and assign sections to team members.

Please feel free to contact me if you need more information.

Sincerely,

**Joe**

**Senior Sales Manager**

Enclosures