KB Training

1212 Corporate Drive

Waukesha, WI

September, 2018

Dear Consulting Team:

I founded this company because I realized there was a need for comprehensive and cost-effective training for professionals looking to expand their skills. My vision is to motivate, educate and train professionals. My business objective is to offer seminars to business executives and their employees in order to prepare them for whatever challenges they are facing.

One of the main objectives of this new system is to better manage my clients, trainers and courses taught, and the reporting aspect of my business. I need to have a web presence primarily for marketing purposes. I realize that I need to better automate these business processes in order to manage an efficient and effective company as well as to be competitive in the industry.

Currently I do not have software systems in place to keep track of client, trainer, or course information as well as registering clients for training and keeping records for forecasting and marketing. My stakeholders, with anticipation of saving my company money and time, have welcomed the idea of an automated system.

I am looking for an IT Consulting Firm to evaluate my current business situation and come up with hardware and software solutions for my company. If your team is interested in this challenge, please set up a time to meet with me and discuss my needs. If there are any particular questions that you need answered, please provide me a list of topics we will be discussing so that I can come prepared to our first meeting.

Sincerely,

Kathleen Brown