

Wednesday, April 12, 2017

**To whom it may concern,**

**SUBJECT: INTRODUCTION OF TRACE AFRICA SMART LIMITED SERVICES**

This letter is to introduce to you **TRACE AFRICA SMART LIMITED** **(TASL),** first established in 2015 to offer consultancy services for both personal and organization development skills and solutions in the areas mentioned below;

* Corporate trainings i.e. Digital strategies, Performance Improvement Analytics and Capacity Building Trainings
* Leadership and Management Trainings
* Customer care and Public Relationship Trainings
* Motivation speaking
* Youths empowerment and skills development programs
* Getaway safaris and Events Management
* Team buildings

We are fully geared towards providing executive services with total determination and focus in ensuring the attainment of goals set by our clients.

We are headquartered in Nairobi, Kenya. The detailed profile of TASL along with the varied clientele list is availed herein for your perusal.

We therefore write to request for your consideration where need arises for training services and other activities from the enumerated once above.

Kindly note too that we are currently updating our website and will have the address link brought up once the exercise is fully completed.

Please do not hesitate to call on 0728522599/0791664185 should you wish to discuss your needs further. We look forward to hearing from you in order to be able to offer a tailored and personal service.

Yours sincerely

**Vincent Nyamora Osere**

**CEO/MD**