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Example Template

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1. Overview

{{client_company}} would like to thank you for doing business with {{my_companyname}}. We look forward to resolving a reliable and honest solution to fit your needs. We have been servicing {{my_city}} for the last 20 years and have a well earned reputation in the industry.

2. Our Solution

From our recent discussions we have put together what services of ours we believe will suit your needs. At anytime you wish to discuss our proposal you can contact us on {{my_phone}}.

3. Code of Practise

Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

Ethics

We always conduct our own services honestly and honourably, and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

Duty of care

Our actions and advice will always conform to relevant law, and we believe that all businesses and

organizations, including this consultancy, should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.