

Dear Manjunath

Greeting from nasca. WE are delighted that you are considering nasca as your reliable business consultant for your esteemed institution <company name>. Our understanding of your business may be summarized as described below: The company commenced its business in the year<year of commencement> as a <constitution>. The promoter of the company is <promoter name> and currently managed and controlled by<CEO name>

Our preliminary observation of the business is it <nature of business manufacture/trade> <products name> with a manufacturing facilities at <factory address>. Currently the business utilize < capacity utilization>

As part of process management (proposed engagement) implementation we assure the following initial outcomes

1. <Out come1>
2. <Out come2>
3. <Out come3>
4. <Out come4>
5. <Out come5>

We adopt the following methods to get the best and valuable output described above

1. <Methods 1>
2. <Methods 2>

Please take note that the above details are based on initial observation. The methods and procedure may change during the execution. You can contact our team leader <Team Leader name> by <mobile number> or by mail <mail id>. We like to contact you on < follow up date and time> with further analysis on this observation.

With warm Reagds

<Attended person name>

<Designation>