

Review phone lines  
not in use. will  
terminate them in  
order to save the hq  
money...



[Street Address] ST ZIP June 15, HQ Sir/Madam HQ [Street Address] ST ZIP

Dear Sir/Madam: First of all, thank you for being a part of our team by delivering us our very best year in history. While we're justifiably proud of the convenience we provide to our customer in the form of providing business ready offices, meeting rooms and virtual offices, we know that it's our esteemed customers who make us number one. Recently we have been going through some resource evaluation and allocation procedures at the company. Evaluating some existing records made us realize that there were quite a few resources that were being incorporated by the company but were not in our esteemed customers' use. We've formulated the results of some unused telephone lines in the form of a list for our cherished customers' perusal. We request you to please look up the attached appendix 1 and see if any of the phone numbers listed in it belong to you. The phone numbers listed in this appendix are subject to being terminated after a period of 15 days from now. Kindly notify us within a week of receiving this letter if any of the numbers belong to you. This would save them from being terminated uselessly. You can call us directly at our toll free number 1-800-OFFICES or you can e-mail us directly at support@hq. com to notify us. Effective after two weeks, this act of terminating unused telephone line connections would save HQ approximately \$110K per year in telephone line costs. Thanks for helping us help you. This change will increase the overall revenue of the company and would help us focus more on providing high quality services with added motivation. Have a good day! Sincerely, [Your Name] Services Manager HQ. Note: Appendix 1 attached overleaf. APPENDIX # 1. LIST OF UNUSED TELEPHONE NUMBERS. 1. (505)987-1123 2. (541)123-7786 3.

(860)760-0098 4. (925)888-6543 5. (262)432-2234 6. (907)876-5511 7.

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(319)887-9987 8. (985)112-3123 9. (302)334-9900 10. (907)543-2123 11.  
(302)341-1276 12. (202)654-1234 13. (806)432-1111 14. (773)142-5563 15.  
(615)555-3409 16. (307)117-1145 17. (435)421-0909 18. (505)987-9876.