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Sample Letter Requesting Information

[YOUR NAME]

Project Manager

[YOUR COMPANY NAME]

[YOUR COMPANY ADDRESS]

July 15, 2050

Lawrence Orn

Sales Manager

SurePlus

Seattle, WA 98101

Dear Mr. Orn,

Subject: Request for Information Regarding SmartCloud Data Storage Solutions

I hope this letter finds you well. My name is [YOUR NAME], and I am the Project Manager at [YOUR COMPANY NAME]. We are currently reviewing potential partners for our cloud storage upgrade and have come across your company as a highly recommended provider. I am writing to request further information regarding your SmartCloud Data Storage Solutions.

As part of our ongoing IT infrastructure project, we are interested in gathering specific details to assess how well your storage solution would meet our operational requirements. Specifically, we would like to understand the following:

1. Product Specifications

Could you please provide detailed information on the specifications of your SmartCloud Data Storage Solutions, including available storage tiers, data encryption methods, and scalability options?

2. Pricing and Payment Terms

We would appreciate receiving a comprehensive breakdown of your pricing structure, including costs for initial setup, monthly service fees, and any long-term contract discounts.

3. Delivery and Implementation Timeline

Given our internal deadlines, we are working with a strict timeline for implementation. Could you provide an estimate of how long it would take to deploy the SmartCloud Solutions once we place an order?

4. Warranty and Support Services

Please provide details on the warranty or service agreements that accompany your product.

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Sara K. Joiner, Geri Swanzky



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