

EXAMPLE COVER LETTER

Hello Helen,

Acme Information appreciates the opportunity to participate in DeVry Education Group's information management RFI. Our response will clearly illustrate the value Acme Information brings through technology investments, digital and physical information management capabilities, and overall document lifecycle solutions. Acme Information services are unmatched in our industry.

As the global leader in the Information Management industry, Acme Information takes pride in providing solutions to nearly 80,000 customers in over 20 countries on 5 continents. Acme Information's senior leadership and Six Sigma teams at our global headquarters in Norcross, GA are excited to build on our current partnership and put all our best practices to work for DeVry Education Group. Our leadership is committed to providing best in class services for your organization at the most favored pricing.

With our industry leading document management solutions, state-of-the-art technology, dedicated facilities and well-trained staff, Acme Information is best positioned to become DeVry's provider for Digital and Document Management Solutions and Secure Destruction Services. One or all these programs will be customized to meet DeVry's needs.

Thank you for the opportunity to participate in this partnership. We look forward to the next step in the process.

Sincerely,
John Smith
Director, Business Development