Mr. Jim Smith

CXO

ABC Company

Dear Mr. Smith;

Very quickly, I’m Skip Miller with XYZ Company. CXO’s have been recently asking us :

* + - How can I get a head start on my mid-20XX objectives and and avoid potential cost and resources gaps?
    - What are the new competitive risks that I need to be aware of?
    - How can I optimized my processes with increased workloads and without an increase in budgets?

The rest of 20XX is starting to look optimistic on many fronts. Would like to spend 15 minutes talking about your challenges and gaps for the rest of this year and the start of 20XX.

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