Address

Date

Client Address

Dear Mrs Shaw

Nova Solutions are a new Engineering (business computing) firm based in the Highlands of Scotland. We offer all types of services, including cabling, desktop, support, configuration, internet and much more. With our state of the art systems and our innovative staff ideas no job is too big or too small.

Building long term relationships with our customers is something Nova Solutions strongly believe in and we go to great lengths to ensure our valuable clients receive a first rate service.

Please note our services price list below.

We would love to find out more about your requirements to see if we could work together. Please contact our office to arrange a meeting at a date and time suitable to yourself.

Look forward to hearing from you.

Yours……..