

This is a template we designed for sales executives to use as an email followup to a cold call.

Ganesha Editorial Services

Name:

Thank you for speaking with me this morning regarding your company's training needs.

Our center is a state-of-the art training facility that offers training in three key areas: applications, technical, and business skills. Our distraction-free and adult-oriented learning environment is designed to teach skills that are immediately applicable in a business environment.

Each of our applications and technical classrooms includes a projector and TeamBoard[®] integrated with the instructor's computer. All of our training is hands-on, so each student is seated at his or her own fully equipped PC with a flat-panel monitor.

We also offer room rentals, custom classes, and reserved classes.

You may learn more about us at our web site, ----. You may view our full course schedule at ---- or by clicking on the "Course Schedule" tab from anywhere within our site. To view the full course outline for any class on our schedule, just click on the name of the class.

Included below are links to the course outlines for the classes we discussed today:

Course outline links

I will contact you **tomorrow afternoon** to follow up on our conversation. Please also feel free to contact me by email or phone with any questions you might have.