

**Instructions for Use - Delete before Printing**

Microsoft provides this material for partners’ convenience and informational purposes only.  Consult with your own attorney to ensure you follow all applicable laws, including any anti-spam laws.

Be sure to:

* Add required information where indicated in red.
* Add your logo and that of any co-sponsors in place of the “Insert Partner Logo” circles. Right-click on one of the circles and select “Change Picture.” Then browse to the folder where you have your logo saved on your computer, select your logo, and click “Insert.” Repeat for any additional logos. Delete any extra circles.

You may also want to:

* Insert your own text and website URL.
* Add an offer from the Microsoft Offer Sheet or one of your own offers.
* Customize the font colors.
* **VERY IMPORTANT!** When using the content, please send an email to mslocalp@microsoft.com with a copy of your customized campaign template along with your overall distribution (number of customers you are sending the marketing to).

Successful businesses move at the speed of thought.

Dear **[Insert Business Owner’s Name]**,

With fully-integrated business productivity and management solutions, your company can make better decisions and quickly adapt to meet challenges. You can also get more value out of the assets your company already has. So the customer relationships you’ve spent time developing—and the information you’ve labored to acquire—can both work harder for you. For example, with our solutions, you’ll be able to:

* Empower your team to make better decisions and adapt more quickly
* Standardize and streamline your workflow processes
* Bring together information from disparate sources across your organization
* Get centralized views of all service requests, customer history, and calendars
* Enable your team members to customize their tools to suit their own work styles

**Would you like to learn more? Visit www.mslocalmidbiz.com to view valuable offers, access business resources, and learn about events in your local area from Microsoft. [Or insert Partner text, website URL, or offer here.]**

Regards,

**[Insert Signature]**

 **[Insert Your Name]**

**[Insert Your Title]**

**[Insert Your Partner Name]**

**P.S. Remember, you can find productivity and management events in your area, relevant business resources, and special offers at www.mslocalmidbiz.com.**



[Insert Partner Copyright Notice or Trademark Notice]
[Insert Partner Legal and/or Privacy Information]