6262 Technology Boulevard; Nashua, NH 03063; (603) 555-6262

**Computer Training Association, Inc.**

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Personnel Manager

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# New Technology Arriving Soon

The Management at Computer Training Association, Inc. is pleased to announce the implementation of new software applications in the marketing department. The new applications will help make the marketing department’s work easier, more efficient, and more effective. The updates are necessary to improve the Computer Training Association marketing department’s ability to remain competitive in the current, highly cut-throat marketplace.

# Projected Costs of Implementation

Following is a breakdown of projected costs for each phase of implementation:

