**[Date]**

**[Company Name]**

[Address]

**Attention: [Person In-charged Name]**

 **[Designation]**

**Dear Sir,**

**MANAGE EMPLOYEES’ TIME & ATTENDANCE THROUGH CLOUD SYSTEM**

We would like to present to you our solution that can monitor attendance of your employees in **real time**, and curb buddy punching at the same time. A combination of TimeTec TA Online Time Attendance System and FingerTec **biometrics readers** is an excellent system, which can deliver that and more. With TimeTec TA’s readily available **App, TimeTec Mobile on iOS and Android**, the whole time and attendance management process gets smoothened by notification functionality and its mobility.

TimeTec TA offers no obligation 30-day free trial with unlimited users; all you need to do is to sign up at www.timetecta.com to immediately kick-start your free trial and find out more about our offer.

The subscription fee is only USD2 per user per month and with your registration, you will be entitled for 10-user licenses for FREE, for lifetime that is worth USD20 per month.

FingerTec (www.fingertec.com) and TimeTec (www.timeteccloud.com) are the two internationally renowned brands developed and owned by TimeTec Computing Sdn. Bhd. FingerTec has been exported to over 150 countries worldwide over the last 16 years, and the subscription-based online time and attendance application for workforce and security application, TimeTec TA has been used by hundreds of thousands of users globally.

Connect yourself with [sales person name], at [contact number], or email at [email address] today for further discussion and presentation. All wizards, guidance and webinar are available at your disposal, online.

Enclosed are TimeTec TA brochure, TimeTec TA booklet, and Academia article related to your industry for your reference.

Thank you.

Yours truly,

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[Name]

[Designation]