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Greetings!

My name is Shirley Collins and my company is Professional Secretarial Services, LLC. My business is available to take care of your time consuming secretarial needs. Maybe just once a week or month or even quarterly. Just a few hours here and there.

Enclosed is a flyer with a sample of the services my company can provide for your business. These secretarial services will be an asset you never expected with professional forms and document development to promote your business.

Call me at 405.630.5532 when it is convenient and see what a difference having your own secretary can do for your work load. Even if your secretarial needs are minimal, my company can fulfill those needs.

Give yourself extra time for your business or for the leisure activities you desire and deserve, by letting my company be your virtual secretary.

Together, we can create a great image and experience for our companies.

With best wishes for success.

Shirley Collins  
Professional Secretarial Services, LLC