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Mr Michael Lambe  
Office of Government Commerce  
Rosebery Court  
St Andrews Business Park  
Norwich  
NR7 08S

~~09-MAR-2005~~  
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REF: **Tendering for Contracts Training**

Dear Mr Lambe,

I met Mr Michael Alcaster at an exhibition in London last week and he has advised that I should direct my request to you.

My Tendering for Contracts Training programme has already been endorsed by the Small Firms Enterprise Development Initiative – (SFEDI) however I still need additional support in getting the product to the market place of small firms who wish to enter the procurement and contracts process.

I am currently awaiting an innovation grant to further research and develop the marketing strategy for the programme and any comment from the OGC small to medium enterprise department would be welcome.

I have enclosed a copy of the programme and although it also includes the eBook, I suggest that read the eBook on line at [http://www.tfc-training.com/tfc\\_ebook.htm](http://www.tfc-training.com/tfc_ebook.htm)

I will enable your Username as **Michael** and your Password as **Lambe**

This will allow you free access

I respectfully request that you keep the details of the availability of my programme on your files so that the information can be made available to others.

Very best regards and I look forward to hearing from you in due course.

Yours Sincerely,

Lloyd Sewell