

Current Date, 2019

Mr. Jermaine Davis
N3948 Edison Road
Oklahoma City, OK 73101

Dear Mr. Davis,

PROFESSIONAL BUSINESS ASSOCIATES – VIRTUAL TRAINING

We are excited to announce the upcoming new website and email system for Professional Business Associates. We are hoping the new website will provide a more engaging user experience, not just for our customers, but also our team members. Our new email system will improve communication and productivity.

The PBA Information Technology Department will be providing “virtual training” in an online format to assist with the transition and to help our team feel comfortable with the new changes and navigation of the website. Please register for the online, interactive, training session of your choice by following the link provided. www.pba.org/training/new2019

At Professional Business Associates we pride ourselves on being innovative and current when it comes to technology. We hope you will find the online training sessions to be beneficial and informative. Looking forward to connecting with you during the training!

Sincerely,

Tom Carlson, Manager
Information Technology Department

Contestant #