September 5, 2021

Calgary Transit  
Communications Office  
(at Customer Service office, look up address)

Dear Communications Rep.,

We at ImaKam are very interested in collaborating with Calgary Transit to offer our Calgary staff a subsidized monthly transit pass for their work transportation needs. I understand that this is available to certain companies within the city and would like to speak with someone who can outline the specifics of what ImaKam would need to provide in order to receive the special pass. Our Marketing Manager Bob has put together a spreadsheet of our staff’s combined travel kilometers and as you can see, we would benefit immensely from this arrangement. I look forward to hearing from you or the proper representative on this matter.

Priya Jones, Director of Operations, ImaKam

123 MaKami Street