

Systools Information Technology

(THE COMPUTING PROFESSIONALS)

Date: , 2026

The Chairman/Director

Dear Sir.

I Sheyifunmi Awoniyi. I am writing this letter to submit an interesting proposal which will make your **GAS STATIONS** turning hard copy documents into digital ones.

We here by this proposal letter seeking approval to design; **GAS STATION AUTOMATED ACCOUNTING INVENTORY SYSTEM/CUSTOMERS PAYMENT INVENTORY SYSTEM** for your *Organization*.

Advantages and Benefits of Electronic Records Management Systems: The system allows for complete traceability at any given time, System enables faster access to more accurate data, Information tracking, Improve data security and access retrieval to users, Online cloud based information data storage to reduced storage space, Easier organization, Protection from disaster, Remote sharing, Expedited information lookup, Informed decision-making, Enhanced security, System backups, Granular information control, Tracking, Regulatory compliance.

Disadvantages of Paper Document/Paper Records Management System: Paper can easily get lost, Misplaced, or Stolen. A fire or natural disaster could mean the loss of essential information. Once the paper files are destroyed or lost, there is no way to retrieve the old records. Mishandling information and lost paperwork, Disorganization and compliance complaints, Slow retrieval and time waste, Security issues and privacy, Messy offices and lack of space, Making changes takes time.

Yours Sincerely,

Sheyifunmi (MR)

*Database manager & Computer software professional, System analyst
Cyber security officer for IoT, Internet networking.*

Thank you for your time, looking forward to work with you.



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