



Practice Activity:

Editing a Sales Communication Letter

Objective:

To improve your ability to edit and enhance a sales communication letter by focusing on clarity, customer needs, and value..

Instructions:



Read the letter carefully.



Use the table below to improve specific sections of the letter.



Focus on customer-centric messaging, clarity, conciseness, and improving the call to action.



After making your edits, reflect on how the changes impact the overall effectiveness of the letter.

Original Letter:

Dear Alexis,

I hope this message finds you well. I wanted to reach out because I believe I have an amazing solution that could really help your company. We have developed a new software that I think you would find incredibly useful, and I have seen it work wonders for businesses just like yours. I can share many success stories if you'd like.

I know that running a business is challenging, and I understand that you are looking for ways to improve efficiency and save time. Our software automates several processes, which means you can focus more on your core activities and less on repetitive tasks. I also want to highlight that our team is always available to provide support and I would love to discuss how we can implement this solution for you.

If you are interested, I would be happy to set up a time to talk more about how we can work together. I can show you a demo of the software and explain all its features in detail. I look forward to hearing from you soon!

Best regards,

Joanne

Your Edits:

Letter Component	Coaching Questions	Your Revised Version (Type Your Answer Here)
Introduction	<ul style="list-style-type: none"> - Is the introduction customer-focused, or does it talk too much about the product? - How can you make the customer feel heard? 	<p><i>"I hope this message finds you well. I wanted to reach out because I believe I have an amazing solution that could really help your company."</i></p> <p>(Type your revision here)</p>
Customer-Centric Messaging	<ul style="list-style-type: none"> - Does this section focus on the customer's needs, or is it too focused on the product? - Can you show more empathy for the customer's challenges? 	<p><i>"We have developed a new software that I think you would find incredibly useful, and I have seen it work wonders for businesses just like yours."</i></p> <p>(Type your revision here)</p>
Clarity and Conciseness	<ul style="list-style-type: none"> - Are these sentences clear and concise, or do they have too much fluff? - How can you simplify this to get to the point faster? 	<p><i>"I know that running a business is challenging, and I understand that you are looking for ways to improve efficiency and save time."</i></p> <p>(Type your revision here)</p>

Letter Component	Coaching Questions	Your Revised Version (Type Your Answer Here)
Call to Action	<ul style="list-style-type: none"> - Is the call to action clear and specific? - How can you make it more actionable and engaging? 	<p><i>"If you are interested, I would be happy to set up a time to talk more about how we can work together. I can show you a demo of the software and explain all its features in detail."</i></p> <p>(Type your revision here)</p>

Not more than 150 characters

Original Letter:

After completing your edits, take a moment to reflect:

- How did focusing on the customer's needs change the tone of the letter?

Not more than 300 characters

- How did simplifying the language make the message clearer and more concise?

Not more than 300 characters

- How does a strong, clear call to action encourage a faster response?

Not more than 300 characters

When you're ready, return to the e-learning module to continue your learning journey.