

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Advice - Encourage/Motivate to Increase Sales

Dear :

Thank you for doing a great job. Sales are holding steady and overall the department is in good condition. Here are just a few things to remember when working:

- Smile
- Ask if the customer needs help
- Answer the phone by the third ring
- Always follow-up
- Help the customer in everyway possible.

Once again thank you for doing a great job.

Sincerely,

N A M E