

Tough enough 4 and 5

Business



Tough Enough Shoe Company Memorandum The manager, The Sales
Manager, October 15, A Follow-Up Memo

Dear Sir,

I enjoyed our time during the conference. It was a good place to strengthen our sales skills. The conference enriched my leadership attributes in dealing with my sales representatives. Most importantly, as you pointed out, I was very much impressed at how you touched on the aspect of helping our sales representatives close businesses through synergy.

It has been the best experience attending the conference. The information given by our resourceful staffs were very insightful and informative. It was a very encouraging moment, and we got rejuvenated in our approach to sales. I intend to work closely with my team and help in terms of synergy when appropriate. Working together, I believe the sky will never be our limit.

Thank you very much.

Kind regards.

The Sales Manager,
Tough Enough Shoe Company,
15th October 2015.

The Chief Executive Officer,
Tough Enough Shoe Company,

Dear Ms.

I am personally expressing my sincere gratitude for the opportunity to organize the sales conference. I feel blessed and passionate being associated with our company. Judging from comments of those who attended, the meeting was very successful. We had time to learn and share more from other team members.

<https://assignbuster.com/tough-enough-4-and-5/>

We sincerely appreciate your efficiency and careful attention to details. It is by your good will and generosity that made the conference successful. We hope to maintain the upward momentum with quality service in the sales department. From the forecasted positive impacts of the meeting, we humbly request that the conference be an annual event. Thanking you on behalf of my team, thanks.

Sincerely,

Name,

Sales Manager

Works Cited

VanHuss, S. H. (2005). Basic letter & memo writing. Mason, Ohio: Thomson/South-Western.