# [Department Name]

Date:

**Subject: Persuasive Letter to Sales Team for Better**

# **Performance**

Dear Sir/Madam,

Being [sender designation], I am writing this letter to appreciate your efforts and dedication that you people show at your work. Last year, your hard work has led the organization to achieve maximum profits, all because of the team work of the whole department.

The whole department has always made us proud and I hope that you will continue to do so in this year as well as in upcoming years. I would like to notify the whole department that if you would be able to achieve [mention the target and its detaiIs], the whole department will get some great bonuses. Moreover, you will also be awarded with some extra yearly vacations.

So, I hope that you will try your best to meet the deadlines and will achieve the set target. Best of luck.

Regards. Sincerely, [Sender Name]

[Sender Sign]

[Sender Designation]