

Editing Example: Corporate Correspondence

December XX, 2008

<DSM First > <DSM Last>
<Address>
<City, State Zip>

Dear <DSM First> & ~~f~~amily,

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During this holiday season ~~the Midwest Seed Genetics family would~~ like to take the opportunity ~~to~~ thank you and your family for your hard work and commitment to the seed business. We ~~have~~ had a tremendous year ~~in 2008~~ and ~~we~~ understand that ~~our success would not be possible~~ without ~~the support of your family~~.

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Please accept this digital weather radio as a token of ~~our~~ appreciation for your ~~commitment to~~ Midwest Seed ~~Genetics~~. We hope this ~~is a helpful resource~~ to you and your family during those unexpected weather conditions ~~that are so common in the Midwest~~.

Comment [J1]: I'm a little unclear how to word this b/c I'm unsure of the meaning. Is MSG the third largest company? Or is CB the third largest and MSG is a division of that? The "is" sounds awkward here—like it should be a plural verb, but that doesn't make sense either. You could say something like "MSG, a division of CB, is now the third largest seed company...." or "CB, the parent company of MSG, is now the third largest seed company...." Or possibly "together, MSG and CB is now the third largest seed company...."

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Deleted: to being

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Once again, thank you for your ~~time, talents, and effort~~. ~~Together we~~ have ~~built a great company~~—Midwest Seed ~~Genetics~~ and Channel Bio ~~Corporation~~ ~~is now~~ the ~~third~~ largest seed company ~~in the U.S.~~ ~~With your partnership~~, we look forward to another ~~wonderful~~ year ~~in 2009~~!

Best wishes for a ~~happy~~ and ~~safe~~ holiday season,

[Names removed for privacy]

Brand Manager Sales Manager Operations Manager