

Information Only Letter

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[Town]

[Postcode]

Greater Lincolnshire LEP
Unit 4

Witham Park House
Waterside South
Lincoln
LN5 7JN

T 01522 550540
E enquiries@greaterlincolnshirelep.co.uk

Dear [Recipient Name],

This month the Greater Lincolnshire LEP has launched its new Specialist Skills Advisor service. We have set up the service to help companies like yours take the next step in your growth. Once you sign up, one of our advisors will get in touch to set up an appointment. They will come and visit you at an agreed time and work with you to find out what skills your business could benefit from. They will then help you to find a training provider who can provide the right support.

To register for your free appointment just visit www.bit.ly/LincsSkillsAdvisor to sign up. Our advisor will then be in touch with you within a week to set up your first appointment.

Thanks,



Clare Hughes, Principal Commissioning Officer, Greater Lincolnshire LEP

Future Focused Letter

[Recipient Name]

[Company Name]

[Address Line 1]

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[Town]

[Postcode]

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Lincoln
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Dear [Recipient Name],

Sign up now for Greater Lincolnshire's new, free Specialist Skills Advisor service:

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Imagine your business in ten years' time. What do you want to achieve?

Growth, profit or productivity? Reputation? Being part of your local community?

Whatever you want to achieve, Greater Lincolnshire's free Specialist Skills Advisor service can help. We will work with you to find and organise the training your business needs to reach your goals.

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Thanks,



Clare Hughes, Principal Commissioning Officer, Greater Lincolnshire LEP

Gain Frame Letter

[Recipient Name]

[Company Name]

[Address Line 1]

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[Town]

[Postcode]

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By meeting with a Specialist Skills Advisor you can help make sure...

- ... you develop a competitive advantage over your rivals.
- ... your employees meet all the latest legal and regulatory requirements.
- ... your employees' morale and their satisfaction at work improve.
- ... you save time and money while working towards these goals by getting free help from a specialist who understands your sector.

To register for your free appointment just visit **www.bit.ly/LincsSkillsAdvisor** to sign up. Our advisor will then be in touch with you within a week to set up your first appointment.

Thanks,



Clare Hughes, Principal Commissioning Officer, Greater Lincolnshire LEP

Loss Frame Letter

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[Town]

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Lincoln

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If you miss out on this opportunity...

- ... your rivals may begin to develop an competitive advantage.
- ... your employees may not meet the latest legal or regulatory requirements.
- ... your employees may be less satisfied with their job and their morale might affect their performance.
- ... you will not save time and money by getting free help from a specialist who understands your sector.

To register for your free appointment just visit www.bit.ly/LincsSkillsAdvisor to sign up. Our advisor will then be in touch with you within a week to set up your first appointment.

Thanks,



Clare Hughes, Principal Commissioning Officer, Greater Lincolnshire LEP

www.greaterlincolnshirelep.co.uk

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Registered Office: County Offices, Newland, Lincoln, LN1 1YL