Dear xxx,

Thank you for sharing this xxx with me. [positive comments about what stood out to me, and, if relevant, my personal connection to the topic.]

Because we’ve not worked together before, I want to emphasize that my comments and edits for your application are only suggestions. You [and your colleagues] are the expert[s] here, and you know best what your [reviewers or audience] want[s] and need[s] to see. So please feel empowered to reject any changes you don't agree with, or ask me questions if you don't understand any changes I've proposed making.

As an overview of how I’ve edited your document, I thought I’d highlight for you a few of the numbers associated with my suggested edits:

* I reduced your [word or character] count from xxx to xxx (a xxx% reduction—because readers appreciate texts that are written efficiently)
* I reduced your average sentence length from xxx to xxx—because an average sentence length of xxx is the norm for this [genre, discipline, or type of document] is xxx, as per [authoritative source]
* Finally–for some proxies of readability–I’ve made your text more readable by reducing nominalizations by xxx%, prepositions by xxx%, “to be” verbs by xxx%, and passive voice constructions by xxx%

You'll find a lot of suggested edits in the attached; as you revise this application, I suggest that you focus on the following overarching themes:

1. Xxx
2. Xxx
3. Xxx

Thank you again for sharing this document with me. I’ve attached my detailed edits as well as an invoice for this work. If you have any questions, please just let me know.

With thanks

Letitia