



THE LETTERLY USER MANUAL

A practical guide to drafting, polishing, reusing, and managing sales emails in your workspace.

WRITE	REPLY	IMPROVE
Create a draft from a short purpose, email type, and tone.	Turn a customer message into an editable suggested response.	Polish, shorten, or professionalize a draft or rough notes.

QUICK START

1

Open Letterly

On the installed computer, visit **<http://localhost:5187>**.

2

Sign in or register

Sign in with your email or username, or create a new account.

3

Choose a workspace tool

Use the navigation to write, reply, improve, reuse templates, or find a previous draft.

4

Review before sending

Edit the subject and message, then copy it into your email client.

Important: starter mode

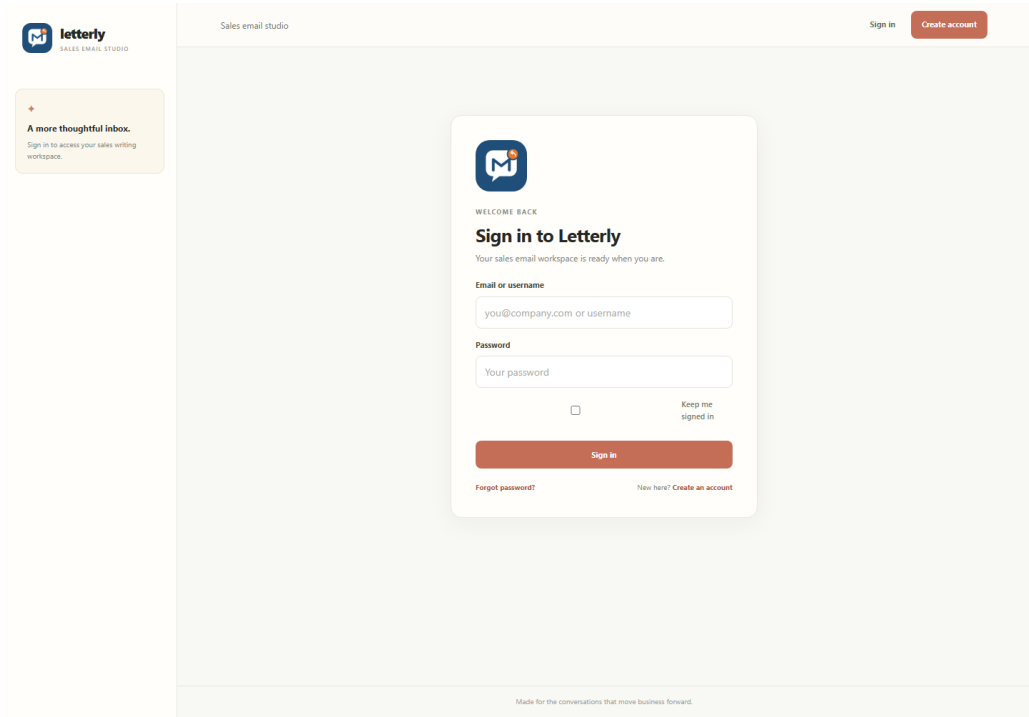
The current application uses editable business-email patterns and basic text cleanup. No AI model provider is connected by default. Treat every draft as a starting point, verify its details, and personalize it before sending.

This manual describes Letterly's current screens and behavior. The included sign-in, registration, and password-reset images are screenshots of the running application.

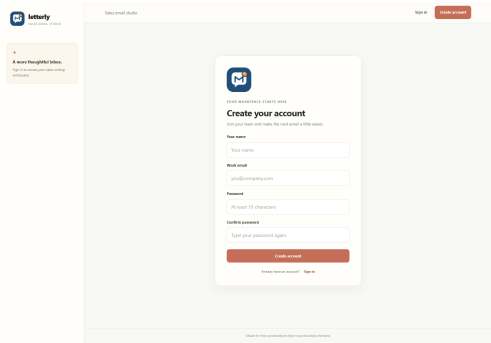
01 / ACCESS

Sign in and manage access

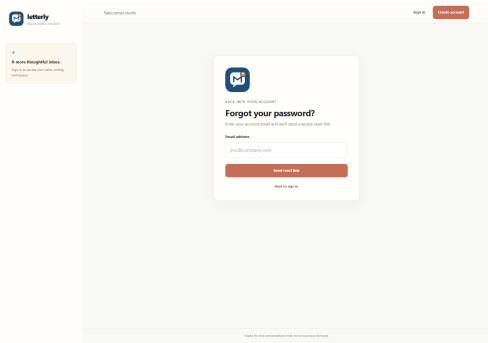
Use your own account. Registration does not expose another user's drafts or profile.



SCREENSHOT 1 / Sign in with your email address or username and password.



SCREENSHOT 2 / Create your account.



SCREENSHOT 3 / Request a secure reset link.

ACCOUNT TASK	HOW IT WORKS
Register	Enter your name, work email, and a password, then confirm it. New accounts receive the Sales User role.
Password rules	Use at least 10 characters, including uppercase, lowercase, a number, and a symbol.
Forgot password	Request a reset link using your account email. Email delivery requires SMTP to be configured by an administrator.
Sign out	Use Sign out in the workspace header to end your authenticated session.

02 / COMPOSE

Write and improve emails

The workspace navigation stays on the left. Each writing tool presents your input and editable result together.

EMAIL WRITER	WHAT TO DO
1. Describe	Enter the purpose and useful context: recipient, timing, offer, or next step.
2. Choose	Select Sales, Introduction, Follow-up, Proposal, or Thank You; then choose Professional, Friendly, or Persuasive.
3. Generate	Select Generate a draft. A subject and message appear in editable fields; the draft is added to history automatically.
4. Refine	Edit the subject and body. Use Save edits to store changes, Copy email to copy the body, or Try another for a variation.

Example purpose

"Follow up with Jordan about the proposal we sent on Monday. Offer to answer questions and suggest a short call."
More context helps you shape the edit, even in starter mode.

IMPROVE EMAIL

Paste an existing message or rough notes. Choose **Polish**, **Shorten**, **Professional**, or **Subject line**, then select **Improve email**. Review the result, edit the subject or body, and copy it or save your edits. Improvement uses basic local text-cleanup rules, not an AI model.

GOOD DRAFTING HABITS

- Keep customer names, amounts, promises, and dates accurate.
- Avoid including confidential information that is not needed for the task.
- Read the full email aloud once and make sure the next step is clear.

03 / RESPOND

Reply to customers

Start from the customer's message, check what needs an answer, and make the reply yours.

1

Paste their email

Open Reply assistant and paste the customer message into the input box.

2

Choose a response style

Select Short, Detailed, or Formal, then click Suggest a reply.

3

Review the action cues

The page can surface up to five lines containing a question mark or starting with "Please" or "Could you". Use these as reminders, not as a substitute for reading the full message.

4

Edit, copy, and save

Edit the suggested subject and reply. Copy reply copies the message; Save edits stores it and opens Draft history.

Before you reply

Confirm each question has been addressed, check names and facts, and remove any response that does not match your company's policy or what you can deliver.

FIND AND UPDATE SAVED DRAFTS

Open **Draft history** to search subjects, email text, original requests, or email type. Select a draft's subject row to expand it, edit the subject or message, and choose **Save changes** or **Copy email**. The page lists up to the latest 100 matching drafts.

Copying is not sending

Letterly copies draft text for you to paste into Gmail, Outlook, or another email client. It does not send email on your behalf.

04 / REUSE

Templates and personalization

Keep a repeatable starting point, then add the customer details before creating a draft.

CREATE A TEMPLATE

Open **Templates** and fill in the template name, category, subject, and message. Use the available placeholders to personalize it later:

PLACEHOLDER	REPLACED WITH	WHEN LEFT BLANK
{CustomerName}	Customer's name	there
{CompanyName}	Customer's company	our team
{ProductName}	Product or service	our solution

Select **Save template**. To reuse one, enter customer, company, and product details in that template's variable fields, then select **Use template**. Letterly expands the placeholders and adds the result to Draft history. Use the delete button only when you want to remove a saved template.

Templates are shared in this workspace

Templates are stored in the shared email-template list. Avoid putting private customer information in a reusable template body.

DRAFT HISTORY

ACTION	RESULT
Search	Filter by subject, body, original request, or type. Clear the search to view recent drafts.
Edit	Expand a draft, update the subject or message, and save the changes.
Copy	Copy the email body for use in your mail client.

05 / ACCOUNT

Profile, roles, and support

Keep account details current and contact your administrator for access or setup assistance.

PROFILE AND PASSWORD

Choose your profile from the lower-left workspace navigation. Update your display name and save it there. To change your sign-in email, submit the new address and follow the confirmation link delivered by email. Password changes require your current password and a new password that meets the stated complexity rules.

ROLES

ROLE	ACCESS
Sales User	Access to the email writer, reply assistant, improvement, templates, and draft history.
Admin	Sales workspace access plus the User access page for managing member roles.

Admins can open **User access**, choose a role for a member, and save the change. The application does not create a default administrator account; ask your authorized workspace administrator for help if you need the Admin role.

Password-reset email needs SMTP

A secure password-reset request is available on the sign-in screen. An administrator must configure a working SMTP sender before reset and account-confirmation emails can be delivered. For account security, the reset screen uses a general response.

QUICK TROUBLESHOOTING

The workspace will not load	Check that the LetterlyEmailAssistant Windows service is running and open http://localhost:5187 on the installed computer.
Sign-in fails	Use the registered email or username. After repeated unsuccessful attempts, account lockout may temporarily block sign-in.
No reset email arrives	Contact the administrator to check SMTP settings and your spam folder.
Drafts are missing	Confirm you signed into the expected account and remove any active history search filter.

For installation steps and database retention information, see the separate Letterly Installer Guide PDF.