|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this letter to report to you about the daily sales on 28th April 2019.

A decrease of 10% was experienced on 28th April 2018 as compared to 27th April 2019. The amount for the sales was $1800/- and $2000/-, respectively. The reason behind the reduction was the strike in the area, because of which the outlet remained closed for almost half of the day.

The sales are expected to pick up on 29th April 2019 and are expected to touch $2200/-, as the customers who could not come today probably will visit tomorrow.

Let me know if you need any other information.

Warm regards,

Your Name

Title

Email