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

Date

Dear Recipient,

This letter is to present you with a summary of the sales for the month of June 2019.

As you know, our sales were experiencing a decrease since the last few months. However, this month of June has experienced an increase due to our changed marketing strategies, implemented in April 2019. The promotional campaign is yielding the results now, which are expected to continue in the upcoming months as well. In July, sales are expected to rise by 3%.

Here, is the summary of the sales amount of June 2019, and the relevant figures:

|  |  |  |  |
| --- | --- | --- | --- |
| Sales of May, 2019 | Budgeted sales of June, 2019 | Actual sales of June, 2019 | Increase/Decrease in percentage |
| [$] | [$] | [$] | [$] |

If you need any other information, kindly contact me.

Warm regards,

Your Name

Title

Email