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

Date

Dear Recipient,

I am writing this letter to give you an overview of the sales for the week of 18th June 2019- 25th June 2019.

I am excited to inform that we have not only reached our target of this week’s sales but also exceeded it by 15%. Below is a summary of the sales.

|  |  |  |  |
| --- | --- | --- | --- |
| Last week’s sales | Budgeted sales of this week | Actual sales of this week | Increase/Decrease in percentage |
| [$] | [$] | [$] | [$] |

There are two reasons for increased sales. One, the season has changed and the low temperature is forcing the customers to wear the winter clothing. Secondly, one of the major competitors has closed its shop in the area.

The sales for the next week are expected to rise at 5% percent. If you need any other information, kindly, let me know.

Warm regards,

Your Name

Title

Email