**To**

**[The Recipient Name]  
[Address]**

**Subject: Sales report letter**

Respected sir,

I am writing this letter to you to report daily sales-related data with you.

The total number of sales carried out today is 50. There has been a decline in the number of sales if we compare the sales data with the data collected yesterday.  There is a decrease in sales by 10%. The total money received after carrying out 50 sales is 15000$.

The trends in daily sales keep fluctuating and the reason for this is not clear as of yet. However, this decline has been reported because of the strike in the local area. Due to the strike, roads were blocked and people were not able to make it to the store.

After seeing the sales report of the online store, it can be made clear if this reason is merely a guess or a right one. Feel free to contact me if you need to know more.

[Your Name]  
[Address]