Date:

To:

Name of the employer:

Company Name:

**Subject: Report letter analyzing daily sales**

Dear Mr. ABC,

I am writing this letter to provide you with an analysis of daily sales-related data.

It has been seen that the total sales that occurred today are (give number). This is an increase in sales from yesterday and the previous week. There is an increase in sales by (state percentage here). The money gotten from the sales is (state amount).

The sales have been increasing because it has been noticed that people need our product in today’s environment. They prefer to buy this from a brick-and-mortar store rather than buying it online. This can be seen after analyzing the decrease in sales online.

Please contact me if you want to know more.

Your name

Signatures