Hi Nkansah,

I hope this email finds you well.

I'm writing to you today to discuss our internet sales reports. As you know, we currently use static reports, which are not very helpful for tracking sales performance over time or identifying trends.

I would like to propose moving to visual dashboards. These dashboards would allow us to see how much we have sold of what products, to which clients, and how it has been over time. They would also allow us to filter the data by salesperson, product, or customer.

I have attached a spreadsheet that shows how I would like the dashboards to be structured. The spreadsheet also includes the budget for 2023, which we can use to compare our sales performance against our goals.

I would be grateful if you could review the spreadsheet and let me know your thoughts. I would also like to discuss with you the timeline for developing the dashboards.

Thank you for your time and consideration.

Best regards, James