To: Tom Jennings

From: (your name)

Re: Monthly report of widgets sold to date

Date: (use current date)

Tom, the following monthly sales figures seem to indicate that the new item we are offering for sale is taking the market by storm. I would suggest that we continue to advertise as originally planned.

Store#1 Clear Water A#459………………… $459

Store#2 Camrose B376……………………$207