1000 Fashion Avenue Beverly Hills CA 90201

Your Instructor’s Name

Below please find the sales figures for Jessica Street Designer Clothing. As you are well aware, we have had an excellent year, in great part due to our enthusiastic sales staff. Please note that along with the figures, I have included a chart that reflects the sales totals for each sales person. I wanted, in particular, to point out that while all of our salespersons did well, Ms. Glassman has had an outstanding year. I know you have been considering appointing a store manager, and I would like to recommend that you seriously consider promoting her. I think that she is well deserving of the promotion, and that the store would see continued growth under her management.

Let me know if you have any questions,

Your Name Goes Here