Best Games, Inc.

123 Cherry Tree Lane

Portland, OR 97203

902-555-2345

Subject: Year-to-date Sales

To: John Doe, President

Date: Current Date

From: Student Name, Sales Manager

Sales are looking up. After a poor performance in Quarter 4 last year, we have seen a steady growth in our sales during the current year. I am happy to report that our year-to-date sales have now surpassed the amount sold at this time last year.

To ensure sufficient stock, I am suggesting we increase our production of the top-selling games by 10%.

Summary of Top Sales