

Yearly Sales Recap

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Yearly Sales Recap for [Year]

Dear [Recipient's Name],

I hope this message finds you well. As we close out the year [Year], I wanted to take a moment to reflect on our sales performance over the past twelve months.

Throughout [Year], our team has worked diligently to meet and exceed our sales targets. Here are some of the highlights:

- Total Sales Revenue: \$[Total Revenue]
- Top Performing Product: [Product Name]
- Growth Percentage Compared to Last Year: [Growth Percentage]%
- Customer Acquisition: [Number of New Customers]
- Major Contracts/Deals Closed: [List any significant deals]

We have also faced challenges including [Briefly mention any challenges], but through teamwork and perseverance, we have been able to navigate these obstacles successfully.

Looking ahead, our goals for [Next Year] include [Briefly outline goals]. I am confident that with our dedicated team, we will continue to achieve great success.

Thank you for your ongoing support and commitment to our goals. I look forward to discussing this recap in more detail during our upcoming meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]