

Sales Expectations Update

Dear Team,

We hope this message finds you well. We are writing to inform you of some recent adjustments to our sales expectations for the upcoming quarter.

Due to unforeseen market conditions and evolving customer preferences, we have updated our sales projections. The new targets are aimed at aligning more closely with these changes to ensure we continue to meet our overall business objectives.

Please find the revised sales expectations outlined below:

- Previous Sales Target: \$500,000
- New Sales Target: \$400,000
- Adjusted Timeline: Q1 2024

We appreciate your flexibility and commitment as we navigate these changes together. Let's keep open lines of communication and support one another in achieving our revised goals.

Thank you for your understanding and hard work.

Best regards,

The Sales Management Team