

# Sales Forecast Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Change in Sales Forecast

Dear [Recipient's Name],

We are writing to inform you of a change in our sales forecast for the upcoming quarter. After a thorough analysis of recent market trends and consumer behavior, we've adjusted our projections to better align with the current economic landscape.

The revised sales forecast is as follows:

- Previous Forecast: [Insert Previous Forecast Details]
- New Forecast: [Insert New Forecast Details]

This update reflects our commitment to maintaining transparency and accuracy in our sales planning. We believe these changes will position us better for imminent market conditions and opportunities.

If you have any questions or need further details regarding this adjustment, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]