

Announcement: Modification of Sales Forecast

Dear Team,

We hope this message finds you well. We are writing to inform you about an important modification to our sales forecast for the upcoming quarter.

After analyzing the latest market trends and customer feedback, we have made adjustments to our sales projections to better align with current expectations. The updated forecast indicates a revised total sales estimate of **\$X million**, reflecting a change of **X%** from our previous forecast.

This modification is aimed at ensuring that our strategies and resources are aligned with our realistic market potential. We believe that this adjustment will help us focus our efforts and navigate the challenges ahead more effectively.

We encourage you to review the attached detailed sales forecast report for more insights and to prepare your teams accordingly.

If you have any questions or require further clarification regarding this modification, please do not hesitate to reach out.

Thank you for your understanding and continued hard work.

Sincerely,

Your Name
Your Position
Your Company
Date