[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CONGRATULATIONS ON INCREASED SALES**

Dear [CONTACT NAME],

The numbers are in, and I am pleased to inform you that our total sales for the period [DATE] to [DATE] amount to [AMOUNT], which represents a [NUMBER%] per cent growth over our sales for the previous period.

You are to be highly praised for your achievement of the goal we established. We are very proud of your association with our organisation and hope that you will continue your good work.

Congratulations!

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]