Sales Target Letter

Date: _____

To (firm name and town): _____

Subject: Sales target for the period given below.

Dear Sir or Madam,

Thank you for your business with us. After discussion, the target for your firm is as follows.

Period: _____

Total target (₹ or quantity): _____

Quarter or month	Target	Achieved	Balance

On achieving the target you receive: _____

We will review the figures together on the dates below.

Review dates: _____

For (your firm): _____

Accepted by dealer (name and signature): _____