3 February

Dear Mr Smith

You have asked me to provide you with a summary of the sportswear sales during January. I include the following table indicating sales from the 12th to the 31st of January.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **January** | | | | | | | |
|  | **XS** | **S** | **M** | **L** | **XL** | **XXL** | **XXXL** |
| T-shirts | 3 | 19 | 32 | 79 | 29 | 5 | 4 |
| Girls’ sports pants |  | 23 | 31 | 17 | 14 | 2 |  |
| Boys’ sports pants |  |  |  | 45 | 17 | 8 | 1 |
| Track suit tops |  | 3 | 14 | 22 | 4 |  |  |
| Track suit pants |  | 3 | 16 | 27 | 4 |  |  |

Yours sincerely

Ms K. Koen