**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Report on Worksheet**

Dear Sir,

This letter has been written to report on the preparation of the worksheets for the entrance of the data on purchase and sale of the electronic materials that have been imported by the international cells of the companies. The data entry operators of the company have been given the task of preparing worksheets on excel covering the whole subject of the project. Currently, seven data entry operators have been working in the company and five of them have been working on this project.

The project of importing electronics from the international company cells has been of immense importance as it has wide recognition and demand in the present-day market. The consumers of imported electronics have been increasing every day from different company cells as it gives them diverse experiences from the viewpoint of foreign manufacturers.

The worksheets on the project are not completed till today as the task is of ultimate importance and is undoubtedly hectic and time-taking. Five data entry operators are not enough to cater to this big task. Therefore, it is suggested to hire contract-based data entry operators so that the increasing stress and burden of different projects at the same time can be shared and reduced. Currently, 190 worksheets have been in the record, whereas the work seems to be slow and underestimation in terms of the available workforce for the specific task.

So far, these details have been shared. Please ask for more information if needed. Please respond to me on the reported worksheets task on [EMAIL] or call me at [PHONE]. Your kind remarks and suggestions on the subject shall be highly appreciated.

Thank you.

Regards

[Your Name]