

# Break-even Analysis for Budgeting Purposes

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Break-even Analysis for [Project/Business Name]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing efforts to ensure the financial viability of [Project/Business Name], I am providing a break-even analysis to aid in our budgeting process for the upcoming period.

## Break-even Analysis Summary

The break-even point is the juncture at which total revenues equal total costs. Below are the key figures derived from our analysis:

- Fixed Costs: \$[Insert Fixed Costs]
- Variable Costs per Unit: \$[Insert Variable Costs]
- Sales Price per Unit: \$[Insert Sales Price]
- Break-even Point (Units): [Insert Break-even Units]
- Break-even Revenue: \$[Insert Break-even Revenue]

This analysis indicates that we need to achieve sales of [Insert Break-even Units] units to cover all fixed and variable costs. Achieving this milestone will ensure that the project remains financially sustainable.

Should you require more detailed information or have any further questions, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]