

# Break-Even Analysis for Sales Forecasting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Break-Even Analysis for Sales Forecasting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to present the break-even analysis we conducted as part of our sales forecasting efforts for [Product/Service Name]. This analysis is crucial for determining the sales volume at which we can cover our costs and begin to realize profits.

## Break-Even Point Calculation

The break-even point can be calculated using the formula:

**Break-Even Point (Units) = Fixed Costs / (Selling Price per Unit - Variable Cost per Unit)**

## Key Figures

- **Fixed Costs:** \$[Insert Fixed Costs]
- **Selling Price per Unit:** \$[Insert Selling Price]
- **Variable Cost per Unit:** \$[Insert Variable Cost]
- **Break-Even Point (Units):** [Insert Calculated Break-Even Point]

## Conclusion

Based on this analysis, we can establish that we need to sell [Insert Number] units of [Product/Service Name] to break even. This information will help us develop more accurate sales strategies and set appropriate sales targets.

If you have any questions regarding this analysis or would like to discuss the next steps, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]