

# Financial KPI Performance Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Financial KPI Performance Summary for [Period]

## Executive Summary

This report summarizes the financial Key Performance Indicators (KPIs) for [Company/Department Name] for the period of [Start Date] to [End Date].

## Key Performance Indicators

KPI	Target	Actual	Variance	Comments
Revenue Growth	[Target %]	[Actual %]	[Variance]	[Comments]
Net Profit Margin	[Target %]	[Actual %]	[Variance]	[Comments]
Return on Investment (ROI)	[Target %]	[Actual %]	[Variance]	[Comments]

## Conclusion

The results indicate that [brief summary of overall performance and any areas that need attention].

## Next Steps

We recommend focusing on [suggested actions based on performance analysis].

Thank you for your attention to this summary. Please feel free to reach out with any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company]