

Comparative Performance Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Comparative Performance Overview

Introduction

Dear [Recipient Name],

We have conducted a comparative analysis of our performance metrics against industry benchmarks and competitors. Below is a summary of the findings.

Summary of Findings

Metric	Your Company	Industry Average	Competitor A	Competitor B
Revenue Growth (%)	[Your Growth]	[Industry Average]	[Competitor A Growth]	[Competitor B Growth]
Customer Satisfaction Score	[Your Score]	[Industry Average]	[Competitor A Score]	[Competitor B Score]
Market Share (%)	[Your Share]	[Industry Average]	[Competitor A Share]	[Competitor B Share]

Conclusion

Based on the analysis, we recommend focusing on the identified areas for improvement to enhance our competitive edge. Please let me know if you would like to discuss this report in detail.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]