

# Profit Margin Evaluation Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Summary of Profit Margin Evaluation

Dear [Recipient's Name],

I am writing to provide you with a summary of the recent evaluation of our profit margins for the fiscal year [Insert Year]. After analyzing our revenue and cost structure, we have identified several key points for consideration:

## 1. Overall Profit Margin

The overall profit margin for the year stands at [Insert Percentage]%, which reflects a [Insert Improvement/Decline] compared to the previous year.

## 2. Sales Performance

Total sales revenue amounted to [Insert Amount], demonstrating [Insert Increase/Decrease] from last year, primarily driven by [Insert Key Factors].

## 3. Cost Analysis

Our cost of goods sold (COGS) has increased/decreased to [Insert Amount], impacting our gross profit margin, which is currently [Insert Percentage]%. The main contributors to this change include [Insert Factors].

## 4. Recommendations

To improve our profit margins, we recommend: [Insert Recommendations].

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]