

Competitive Analysis Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Introduction

The purpose of this letter is to provide an overview of the current competitive landscape in our industry.

Competitor Overview

- **Competitor 1:** Brief description, strengths and weaknesses.
- **Competitor 2:** Brief description, strengths and weaknesses.
- **Competitor 3:** Brief description, strengths and weaknesses.

Market Position

An analysis of our position relative to our competitors, including market share and customer perceptions.

Opportunities and Threats

Opportunities:

- Opportunity 1
- Opportunity 2

Threats:

- Threat 1
- Threat 2

Conclusion

In conclusion, understanding our competitors will enable us to strategically position ourselves in the market and take advantage of opportunities that arise.

Sincerely,

[Your Name]
[Your Position]
[Your Company]