

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: EBITDA Report for [Company Name]

I am pleased to present the EBITDA report for [Company Name] for the period ending [Date]. The following outlines the key components and findings of our analysis:

1. ****Total Revenue:**** [Amount]
2. ****Cost of Goods Sold (COGS):**** [Amount]
3. ****Gross Profit:**** [Amount]
4. ****Operating Expenses:****
 - Selling Expenses: [Amount]
 - Administrative Expenses: [Amount]
 - Depreciation and Amortization: [Amount]
5. ****EBITDA Calculation:****
 - Gross Profit: [Amount]
 - Less: Operating Expenses: [Total Amount]
 - EBITDA: [Final Amount]
6. ****Year-Over-Year Comparison:****
 - [Provide insights on growth or decline, on a comparative basis with previous year figures.]
7. ****Conclusion and Recommendations:****
 - [Summarize key takeaways and any recommendations based on the EBITDA analysis.]

Please feel free to reach out if you have any questions or need further clarification regarding this report.

Sincerely,

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