To

[The Recipient Name]  
[Designation]

This is to provide important directives regarding our Market Analysis Report based on the research conducted last month. This report is crucial to help us start working on our new line of products.

Please ensure that the report covers a comprehensive analysis of the market trends and current customer demands. We also need an evaluation of our main competition in the market. Kindly make sure there are no discrepancies and errors. Double-check the findings with the R&D department before finalizing the report.

This document is needed by the 15th of March in order to start working on the next phase of your production plan. We look forward to timely submission.

[Your Name]

[Department Name]

[Company Name]