

[Your Name]
[Your Job Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Department]

Subject: Justification for Peer Group Selection - [Project/Review Name]

Dear [Recipient Name],

This letter serves to justify the selection of the peer group used for the [Year/Project] benchmarking and performance analysis. To ensure an accurate and fair comparison, the following organizations/entities were selected based on specific criteria:

Selected Peer Group:

- [Peer Entity 1]
- [Peer Entity 2]
- [Peer Entity 3]
- [Peer Entity 4]

Selection Criteria:

- **Industry Alignment:** All selected peers operate within the [Industry Name] sector.
- **Scale and Revenue:** Entities were chosen with a revenue range between \$[Amount] and \$[Amount].
- **Geographic Location:** The group focuses on organizations located within [Region/Country].
- **Operational Complexity:** Peers share a similar organizational structure and workforce size of approximately [Number] employees.

Justification:

The inclusion of these specific peers is necessary to provide a meaningful context for our performance metrics. By excluding outliers that are significantly larger or operate in different regulatory environments, we ensure that the resulting data is actionable and reflective of our current market position.

Please let me know if you require additional data points or further clarification regarding this selection process.

Sincerely,

[Your Signature]

[Your Printed Name]