

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: KPI Report for [Period/Project Name]

Introduction:

- Briefly introduce the purpose of the report.
- Mention the period it covers.

Executive Summary:

- Summarize key findings and overall performance.

KPI Overview:

- List each KPI with its definition.

1. KPI 1: [Description]

2. KPI 2: [Description]

3. KPI 3: [Description]

Performance Analysis:

- Provide data and insights on each KPI.
- Use charts/graphs where applicable.
- Discuss trends and anomalies.

Achievements:

- Highlight significant accomplishments related to KPIs.

Areas for Improvement:

- Address any KPIs that fell short of targets and suggest improvements.

Action Plan:

- Outline steps to enhance performance moving forward.

Conclusion:

- Recap the report's findings and express commitment to continuous improvement.

Thank you for your attention. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]