

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: KPI Results Summary for [Time Period]

We are pleased to present the Key Performance Indicators (KPI) results for [specific time period, e.g., Q1 2023]. The following summary reflects our performance across key areas:

1. ****KPI 1: [Name of KPI]****
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [On Track / Needs Attention / Exceeded]
2. ****KPI 2: [Name of KPI]****
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [On Track / Needs Attention / Exceeded]
3. ****KPI 3: [Name of KPI]****
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [On Track / Needs Attention / Exceeded]

Overall, the summary indicates that [brief analysis of performance, e.g., we have met our targets in several areas, but there are opportunities for improvement in others].

We appreciate the ongoing efforts of our team and stakeholders, and we remain committed to continuous improvement. For a more detailed overview of each KPI, please refer to the attached report.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]