

[Your Company Name]
[Your Company 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: Monthly KPI Report - [Month/Year]

I hope this message finds you well.

Please find below the Key Performance Indicators (KPIs) for the month of [Month/Year].

1. **KPI 1: [Description]**
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [Status - e.g., Achieved/Not Achieved]
2. **KPI 2: [Description]**
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [Status]
3. **KPI 3: [Description]**
 - Target: [Target Value]
 - Actual: [Actual Value]
 - Status: [Status]

[Continue with additional KPIs as needed]

****Summary:****

This month, we have [brief summary of overall performance, insights, and future action items].

If you have any questions or require further details, please feel free to reach out.

Thank you for your attention.

Best regards,

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