

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

Subject: Alignment of Departmental KPIs

I hope this message finds you well. As we strive to achieve our organizational goals, it is crucial to ensure that our departmental Key Performance Indicators (KPIs) are aligned and focused on our overarching objectives.

In this regard, I propose a meeting to discuss and align our KPIs for the upcoming quarter. This will help us ensure that we are all working towards the same targets and can effectively measure our progress.

I recommend the following agenda for our meeting:

1. Review current departmental KPIs
2. Discuss alignment with organizational objectives
3. Identify areas for improvement
4. Set new goals and timelines

Please let me know your availability in the coming weeks so we can schedule this important discussion. I am looking forward to collaborating with you to enhance our departmental performance.

Best regards,

[Your Name]

[Your Contact Information]