

[Your Name]
[Your Job Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an adjustment to our current Key Performance Indicators (KPIs) that I believe will better align with our strategic objectives and improve our overall performance metrics.

After analyzing our recent performance data and considering feedback from team members, I have identified key areas where our existing KPIs may not effectively measure success or reflect our evolving business goals.

Specifically, I propose the following adjustments:

1. ****Current KPI****: [Name of Current KPI]
 ****Proposed Change****: [Description of Proposed Change]
 ****Rationale****: [Brief Explanation of Why Change is Necessary]
2. ****Current KPI****: [Name of Current KPI]
 ****Proposed Change****: [Description of Proposed Change]
 ****Rationale****: [Brief Explanation of Why Change is Necessary]
3. ****Current KPI****: [Name of Current KPI]
 ****Proposed Change****: [Description of Proposed Change]
 ****Rationale****: [Brief Explanation of Why Change is Necessary]

I believe that these adjustments will not only enhance our measurement accuracy but also motivate our team to achieve our revised goals more effectively. I would appreciate the opportunity to discuss this proposal further and explore any additional insights you may have.

Thank you for considering my proposal. I look forward to your feedback.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]