

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KPI Management Review

I hope this message finds you well. As part of our ongoing effort to enhance performance and achieve our strategic goals, I would like to schedule a KPI management review meeting.

The primary objectives of this review will be to:

1. Assess the current performance against identified key performance indicators (KPIs).
2. Identify areas of improvement and discuss strategies for optimization.
3. Align on future targets and expectations based on our findings.

Proposed dates for the meeting are [insert dates], and I am happy to accommodate a time that best suits your schedule. Please let me know your availability.

Thank you for your attention to this important matter. I look forward to our discussion and to working together to drive our success forward.

Best regards,

[Your Name]
[Your Position]
[Your Company]