

****PBR Letter Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Proposal for Business Review (PBR)

I hope this letter finds you well. I am writing to propose a meeting for a comprehensive Business Review (PBR) to assess our ongoing partnership and explore opportunities for mutual growth.

****1. Purpose of PBR****

The primary objective of this PBR is to:

- Review our current performance metrics
- Identify areas for improvement
- Discuss strategic goals and alignment
- Explore potential new initiatives

****2. Proposed Agenda****

- Introduction and Overview
- Review of Performance Metrics
- Discussion on Challenges and Opportunities
- Strategic Goals Setting
- Next Steps and Action Items

****3. Suggested Date and Time****

Please let me know your availability for the week of [insert date], and I will do my best to accommodate.

Thank you for considering this proposal. I believe the PBR will be beneficial for both parties, fostering stronger collaboration and planning for a successful future together.

Looking forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Company]