

[Your Name]
[Your Title]
[Your Company]
[Your 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: Performance Evaluation of QuickBooks

I hope this message finds you well. I am writing to provide you with a performance evaluation of our current use of QuickBooks within our operations.

****1. Overview of Usage****

- Briefly describe how QuickBooks is integrated into your business processes.
- Highlight key functionalities that are being utilized.

****2. Performance Assessment****

- Assess the overall performance in terms of speed, accuracy, and efficiency.
- Mention any specific features that have met or exceeded expectations.

****3. Challenges Encountered****

- Outline any challenges or limitations faced while using QuickBooks.
- Discuss how these issues have impacted daily operations or reporting.

****4. Recommendations for Improvement****

- Suggest any enhancements or additional training that could optimize usage.
- Consider potential upgrades or additional tools that could complement QuickBooks.

****5. Conclusion****

- Summarize your overall thoughts on QuickBooks and its impact on our operations.
- Express appreciation for the software's contributions while acknowledging areas for growth.

Thank you for your attention to this evaluation. I look forward to discussing our findings and recommendations with you at your earliest convenience.

Best regards,

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