

Facility Productivity Investigation

Date: _____

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

We are conducting a thorough investigation into the productivity levels of our facility. The purpose of this investigation is to identify areas that require improvement and to enhance our overall operational efficiency.

In order to achieve this, we request your cooperation in providing relevant data and insights regarding your department's performance metrics, workflow processes, and any identified obstacles that may be affecting productivity.

Please submit your findings by [Deadline Date] to ensure that we can analyze the information in a timely manner. Our goal is to utilize this data to develop strategies that will benefit both our team and the organization as a whole.

Should you have any questions or require further clarification, feel free to reach out at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]