

Productivity Metrics Assessment Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an assessment of productivity metrics within our team/department.

As we aim to enhance our operational efficiency, it is crucial that we evaluate our current performance data. I believe that a thorough assessment will help us identify areas for improvement and drive better results.

Please compile the following metrics:

- Overall productivity levels over the past year
- Team performance against set goals
- Time management and task completion rates
- Employee engagement and feedback results

I would appreciate it if you could provide this information by [Insert Deadline], so we can discuss the findings in our upcoming meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]