

Letter Template for Strategic Process Review

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our commitment to continuous improvement and strategic alignment, we are conducting a comprehensive review of our current processes.

The purpose of this review is to identify areas of strengths and opportunities for enhancement within our operations. We believe that your insights and experiences will be invaluable in this endeavor.

Please find attached our strategic review framework and a proposed schedule for our meetings. Your participation and input are crucial for the success of this initiative.

Thank you for your attention to this important matter. I look forward to your feedback and to collaborating on this strategic process review.

Sincerely,

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