

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to request a consultation to conduct a gap analysis regarding [specific area of focus] within your organization.

Our objective is to identify the discrepancies between your current processes and the desired outcomes, which will help us develop actionable strategies for improvement. We believe that your insights and expertise will be invaluable during this assessment.

Could we schedule a meeting at your earliest convenience to discuss this further? Please let me know your availability, and I will do my best to accommodate.

Thank you for considering this request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]