

Inquiry Regarding Gap Analysis Requirements

[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. We are currently preparing to conduct a gap analysis for [Project/Service Name] and would like to gather specific requirements to ensure that our analysis effectively meets your expectations.

Could you please provide us with the following information:

- The key objectives of the gap analysis.
- Specific areas you would like us to focus on.
- Any existing documentation or data you wish us to consider.
- Timeline for the analysis and any deadlines we should be aware of.
- Stakeholders we should engage with during the process.

Thank you for your time and assistance. We look forward to your response and to collaborating on this important project.

Best regards,

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