

Notification of Gap Analysis Initiation

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that we will be initiating a gap analysis for your organization, scheduled to commence on [Start Date]. This analysis will help identify any discrepancies between your current state and desired objectives, enabling us to create effective strategies for improvement.

The key components of the gap analysis include:

- Assessment of current processes and practices
- Identification of gaps in performance
- Recommendations for closing these gaps

We appreciate your cooperation and support during this process. Our team will reach out to arrange initial meetings and gather necessary information.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]