

[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. As part of our ongoing collaboration, we are in the process of conducting a comprehensive gap analysis to identify areas for improvement and enhancement in our project.

We would greatly appreciate your assistance in providing the necessary details regarding the current processes, existing documentation, and any relevant feedback you might have. This information will be instrumental in ensuring that the gap analysis accurately reflects the needs and expectations of all stakeholders involved.

Please let us know if you can provide this information by [specific date]. If you have any questions or need further clarification, feel free to reach out.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]