

Dear [Vendor Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are currently conducting an industry benchmark analysis to evaluate our performance and identify areas for improvement.

We would appreciate it if you could provide us with the following information:

- Industry standards for [specific metrics or KPIs]
- Comparative data from similar companies
- Insights into best practices and strategies

We believe that your input will be invaluable in helping us understand our position within the market and achieving our strategic goals.

Thank you for considering our request. Please let us know if you would need any further information or clarification.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]