

# Management Report Outline Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming management report, I would like to request your assistance in developing an outline that will guide our report structure and ensure we cover all essential areas. Below are some key sections I propose we include:

- Executive Summary
- Objectives
- Methodology
- Findings
- Recommendations
- Conclusion

Please let me know if you have any additional sections to suggest or if there are specific areas you would like us to focus on. I would appreciate your input by [insert deadline], so we can proceed with the drafting process promptly.

Thank you for your collaboration and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]