

# Business Automation Readiness Assessment

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that we will be conducting a Business Automation Readiness Assessment for [Recipient Company]. This assessment aims to evaluate your current processes and identify opportunities for automation to enhance efficiency and productivity.

The assessment will cover the following areas:

- Current Process Evaluation
- Technology Infrastructure Assessment
- Data Management Practices
- Staff Readiness and Training Needs
- Potential Automation Solutions

We propose to schedule a kickoff meeting on [Insert Date and Time] to discuss the assessment process and objectives in more detail. Please let us know if this time works for you or suggest an alternative.

Thank you for considering this important step towards enhancing your business operations. We look forward to collaborating with you on this assessment.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]