

Letter of Demand Surge Performance Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally request a performance review regarding the demand surge experienced over the last [insert time period]. Our analysis indicates that the surge has had significant impacts on our operations and overall business performance.

The key areas of focus for this review include:

- Assessment of current resource allocation.
- Evaluation of customer satisfaction during the surge periods.
- Analysis of response times and fulfillment rates.
- Suggestions for process improvements moving forward.

We believe that a comprehensive review will provide valuable insights and facilitate better planning for future demand surges. Please let us know your availability for a meeting to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]