

Cost Benefit Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to formally request a cost benefit evaluation of the shared services implemented within our organization. As we continue to assess the impact of these services, it is important to understand their financial and operational efficiencies.

Please include the following in your evaluation:

- Detailed cost analysis of shared services
- Benefits and efficiencies realized
- Recommendations for improvement

We believe this evaluation will provide valuable insights to enhance our operations and strategic planning. If you need any additional information or resources to facilitate this process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]