

# Shared Service Cost Effectiveness Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Cost Effectiveness Assessment of Shared Services

Dear [Recipient Name],

I am writing to present the findings of our recent cost effectiveness assessment regarding the shared services initiative that we have implemented within [Department/Organization Name]. This assessment aims to evaluate the financial implications and overall benefits achieved through the collaboration.

## Executive Summary

The assessment revealed that by integrating our shared services, we have realized a total cost savings of [Insert Amount] over the past [Insert Time Period]. The streamlined operations have not only reduced costs but also enhanced service delivery efficiency.

## Key Findings

- Total operational costs before shared services: [Insert Amount]
- Total operational costs after shared services: [Insert Amount]
- Percentage of cost reduction: [Insert Percentage]
- Improved service metrics: [Insert Metrics]

## Recommendations

Based on our findings, we recommend further enhancement of the shared services model to capture additional savings and improve service quality even further. Specific actions include:

1. Investing in technology upgrades.
2. Expanding shared service offerings to include [Insert Services].
3. Regularly reviewing performance metrics to ensure continuous improvement.

Thank you for your attention to this important assessment. I look forward to discussing these findings and recommendations in our upcoming meeting.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]