

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the implementation of a performance-based incentive plan at [Company/Organization Name]. As we strive for excellence and aim to enhance employee productivity, a structured incentive plan can significantly motivate our team to achieve their performance goals.

Research indicates that performance-based incentives can lead to increased job satisfaction, higher productivity, and improved retention rates. By aligning individual goals with our organizational objectives, we can create a culture of accountability and achievement.

I propose that we convene a meeting to discuss this initiative further and explore how we can tailor the plan to meet the unique needs of our organization. I believe that with your support, we can drive [Company/Organization Name] towards achieving greater success.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]