

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a comprehensive assessment of our company's social media presence and engagement strategies. As we aim to enhance our online visibility and connect more effectively with our audience, your expertise in this field would be invaluable.

Specifically, we are looking for insights regarding:

- Current engagement levels on our social media platforms
- Audience demographics and behaviors
- Comparative analysis with industry competitors
- Recommendations for content strategies and scheduling

We would appreciate your assessment by [insert deadline], if possible. If you require any additional information or clarification, please do not hesitate to reach out.

Thank you for considering our request. We look forward to your valuable feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]