

Inquiry into Market Performance Metrics

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request detailed information regarding the current market performance metrics that are critical for our upcoming investor briefing scheduled for [Insert Date].

Specifically, we are interested in the following metrics:

- Revenue Growth
- Market Share Analysis
- Customer Acquisition Costs
- Return on Investment
- Competitive Benchmarking

Having access to this data will assist us in making informed strategic decisions and provide our investors with the necessary insights they require.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]