

Request for Software Usage Statistics

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request access to the usage statistics of [Software Name] for the period of [Insert Time Frame]. As [Your Position or Role] at [Your Company/Organization Name], understanding the usage patterns is crucial for us to optimize our operations and improve user experience.

Specifically, we are interested in the following data:

- Total number of active users
- User engagement metrics
- Frequency of usage
- Any relevant trends or patterns identified

Your cooperation in providing this information by [Insert Deadline Date] would be greatly appreciated. If you have any questions or need further clarification regarding this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]