

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Software Usage Analytics Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed analytics report on the usage of [Software Name] for the period of [specify time frame]. This report is essential for our ongoing assessment and optimization of the software within our team.

Specifically, I would appreciate insights on the following metrics:

- User engagement levels
- Frequency of feature usage
- Common user actions and behaviors
- Any other relevant usage trends

Having access to this data will greatly assist us in understanding how effectively we are utilizing the software and identifying areas for improvement.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]