

# Requisition for Software Usage Patterns Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Software Usage Patterns Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed report on the software usage patterns for [specific software or application] used within our department/team.

The data generated from this report is crucial for understanding user engagement and optimizing our software resources effectively. Specifically, I would appreciate insights into the following:

- User login frequencies
- Feature usage statistics
- Peak usage times
- Any observed trends over the past [specify period]

If possible, I would require the report by [insert deadline]. Please let me know if you need any further information or clarification regarding this request.

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

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]