

# Capability Review Introduction

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to introduce the upcoming capability review scheduled for [Insert Date of Review]. This review aims to assess our current capabilities and identify potential areas for improvement and growth.

Our team is committed to ensuring that we have the necessary resources and expertise to meet the challenges ahead, and your insights will be invaluable during this process.

We look forward to your participation and valuable feedback.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]