

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Conclusion of [Project Name] Benchmarking Study

Dear [Recipient Name],

This letter serves to formally notify you of the completion of the benchmarking study initiated on [Start Date]. We have successfully gathered and analyzed the performance metrics and best practices as outlined in the initial project scope.

The primary objectives of this study were to compare [Department/Process Name] against industry standards and identify key areas for operational improvement. Based on our findings, we have identified several strengths as well as specific opportunities for enhancement in [Specific Area 1] and [Specific Area 2].

Attached to this letter, you will find the final Benchmarking Report, which includes:

- Comparative data analysis
- Gap analysis results
- Strategic recommendations for implementation
- Projected outcomes and ROI

We would like to schedule a formal briefing on [Date] at [Time] to discuss these findings in detail and plan the next steps for integration. Please confirm your availability or suggest an alternative time.

We appreciate the cooperation of your team throughout this process. Their insights were invaluable to the success of this study.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]