

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Evaluation of the [Program Name]

I hope this letter finds you well. We are reaching out to request your assistance in evaluating the [Program Name], which we implemented on [start date of the program]. The goal of this evaluation is to assess the program's effectiveness, impact, and areas for improvement.

To facilitate this process, we would appreciate your insights and feedback based on the following key areas:

1. Program Objectives and Outcomes
2. Participant Engagement and Satisfaction
3. Overall Impact on the Community
4. Recommendations for Future Improvements

We are planning to conduct surveys, interviews, and focus group discussions and would like to schedule a meeting with you to discuss your potential involvement and any resources you may need from us. We believe your expertise would greatly benefit the evaluation process.

Please let us know your availability for a meeting, and feel free to reach out with any questions or clarifications. We value your input and look forward to your contribution to enhancing the effectiveness of the [Program Name].

Thank you for considering our request.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Enclosures: if any]