

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Evaluation of [Subject/Program/Employee Name]

I am writing to provide an evaluation for [describe the subject of the evaluation, e.g., a project, performance, etc.]. This assessment is based on [duration or type of engagement, e.g., the past year, specific event, etc.].

Overview:

[Provide a brief introduction about the subject of the evaluation, including relevant background information.]

Performance Criteria:

1. [Criteria 1]
 - [Details regarding assessment, strengths, improvements needed, etc.]
2. [Criteria 2]
 - [Details regarding assessment, strengths, improvements needed, etc.]
3. [Criteria 3]
 - [Details regarding assessment, strengths, improvements needed, etc.]

Overall Assessment:

[Summarize the overall performance, including highlights and areas for improvement.]

Recommendations:

[Provide suggestions for future actions or improvements.]

Thank you for considering this evaluation. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]
[Your Position]