

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: LFP Assessment Notification

I hope this message finds you well.

We are writing to inform you that your organization has been selected for a Local Financial Performance (LFP) assessment scheduled for [date(s)].

This assessment aims to evaluate the financial health and operational efficiency of your organization.

The assessment will cover the following key areas:

1. Financial reporting practices
2. Budgeting processes
3. Compliance with financial regulations
4. Overall financial performance metrics

Please prepare the necessary financial documents, including but not limited to:

- Recent financial statements
- Budget reports
- Audit findings

We kindly request that you provide these documents by [submission deadline] to ensure a smooth evaluation process. Should you have any questions or need further clarification, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]