

Community Impact Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to discuss the upcoming regional project, [Project Name], which aims to [brief description of the project]. As part of our commitment to fostering positive community relationships and ensuring the project's benefits are maximized, we are conducting a Community Impact Assessment (CIA).

The purpose of this assessment is to evaluate how the project will affect local communities, including potential economic, environmental, and social impacts. We invite you to participate in this assessment by providing your insights and feedback on the project's implications for the community.

We will be holding a community meeting on [date] at [location], where we encourage you and other members of the community to share your thoughts and concerns. Additionally, we welcome any written submissions by [submission deadline].

Your input is invaluable in helping us understand the community's perspective and ensuring that the project aligns with the needs and aspirations of those it will affect.

Thank you for your attention and support in this important endeavor. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]