

Annual Evaluation Notification

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

Dear [Beneficiary's Name],

We would like to inform you that it is time for your annual evaluation as part of our program. This evaluation is essential for us to assess your progress and to determine any adjustments necessary for your continued support.

Please take note of the following details:

- **Date of Evaluation:** [Insert Evaluation Date]
- **Time:** [Insert Evaluation Time]
- **Location:** [Insert Evaluation Location]

Kindly prepare any necessary documents that may assist in the evaluation process. If you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Organization's Name]

[Your Organization's Contact Information]