

Feedback Request for Impact Assessment Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Feedback on Impact Assessment Discussion

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing evaluation process, we are conducting an impact assessment related to [briefly describe the project or initiative]. Your insights and feedback would be invaluable in helping us understand the effectiveness and areas of improvement.

We would greatly appreciate it if you could take a moment to share your thoughts on the following points:

- What aspects of the program do you feel have been most impactful?
- Are there any areas where you believe improvements could be made?
- How do you perceive the overall outcomes of the initiative?

We invite you to participate in a discussion scheduled for [insert date/time], where we will further explore these topics. Your participation would be highly beneficial.

Thank you for considering this request. Your feedback is important to us, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]