

Invitation to Participate in Initial Needs Assessment

Dear [Recipient's Name],

We are pleased to invite you to participate in our Initial Needs Assessment scheduled for [date] at [location/virtual link]. The primary objective of this assessment is to gather insights and understand the needs and priorities of our community.

Your participation is crucial as your perspective will help us tailor our programs/services to better serve you and others. Please confirm your attendance by [RSVP date] by replying to this email or contacting us at [contact information].

Thank you for considering this opportunity to voice your needs and help shape our future initiatives.

Best regards,
[Your Name]
[Your Position]
[Your Organization]