

Project Needs Assessment

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company/Organization: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Project Needs Assessment for [Project Name]

I hope this message finds you well. I am writing to conduct a needs assessment for our upcoming project, [Project Name], which aims to [briefly describe the project objective]. In order to ensure the success of this project, we seek to understand the specific needs, resources, and challenges faced by our stakeholders.

We would greatly appreciate your insights on the following areas:

- Current challenges that impact [specific area]
- Resources currently available to address these challenges
- Additional resources or support needed
- Any other relevant information

Your feedback will be invaluable in tailoring our project to effectively meet the needs of our community and stakeholders. We would like to arrange a meeting or a brief call at your earliest convenience to discuss this further.

Thank you for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]