

Economic Impact Assessment Review

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]
[Your Position]

Subject: Economic Impact Assessment for [Project/Initiative Name]

Dear [Board Director's Name],

I am writing to present the Economic Impact Assessment for the [Project/Initiative Name] that is scheduled for review in the upcoming board meeting. This assessment evaluates the potential economic benefits and costs associated with the project, providing a comprehensive analysis to support informed decision-making.

Summary of Findings:

- **Direct Economic Impact:** [Briefly summarize direct impacts]
- **Indirect Economic Impacts:** [Briefly summarize indirect impacts]
- **Employment Opportunities:** [Briefly summarize job creation or loss]
- **Long-term Economic Growth:** [Briefly summarize potential growth]

In conclusion, the assessment indicates that the [Project/Initiative Name] holds significant potential for driving economic growth and community benefits. We recommend reviewing the detailed report attached for a thorough understanding of the implications.

Thank you for your attention to this important matter. I look forward to discussing this further at the board meeting.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]

Attachment: Economic Impact Assessment Report