

Input Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We hope this message finds you well. As an ally organization committed to [briefly describe your mission and goals], we are reaching out to request your valuable input on [specific topic or project]. Your expertise and insights would greatly contribute to our efforts in [specific purpose of the request].

We invite you to share your thoughts on the following areas:

- [Area of input 1]
- [Area of input 2]
- [Area of input 3]

Please provide your feedback by [insert deadline], as it will help us in [explain how feedback will be utilized]. We greatly appreciate your partnership and support.

Thank you for considering our request. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]