

Joint Initiative Evaluation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to formally initiate the evaluation process of our joint initiative titled "[Initiative Title]." As partners committed to the success of this project, we believe it is essential to assess our progress and impact in order to optimize our outcomes and learn from our experiences.

The purpose of this evaluation is to:

- Assess the effectiveness of the initiative.
- Identify strengths and areas for improvement.
- Document lessons learned to inform future collaborations.

We propose to conduct the evaluation in the following phases:

1. Data Collection
2. Analysis
3. Reporting

We would appreciate your input on the evaluation framework and any specific metrics that you believe should be included. Additionally, we would like to schedule a meeting to discuss the evaluation timeline and any resources needed.

Thank you for your commitment to this initiative. We look forward to your feedback and to a productive evaluation process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]