

Reference Request for Community Partnership Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to request your assistance as we evaluate our community partnership initiatives at [Your Agency's Name]. As a valued partner, your input is crucial in helping us assess our collaborative efforts and the impact they have on the community.

We kindly ask you to provide a reference regarding [specific project or partnership] that we have worked on together. Your insights on the effectiveness of our collaboration, the outcomes achieved, and any areas for improvement would be immensely valuable.

Please find attached a brief questionnaire to guide your feedback. We would appreciate it if you could return your response by [Insert Deadline]. If you have any questions or need further information, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and partnership. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Your Agency's Address]

[Your Agency's Phone Number]

[Your Agency's Email Address]