

# Community Support Program

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing evaluation of community support programs, we are conducting a service usage assessment to better understand the needs of our community and the effectiveness of our services.

We kindly request your participation in this assessment to share your experiences and insights regarding the support services you have utilized. Your feedback is invaluable in helping us enhance our programs and ensure they effectively meet the needs of our community.

Please find enclosed a brief questionnaire that we would appreciate you filling out and returning by [Insert Deadline]. Your responses will be kept confidential and used solely for the purpose of this assessment.

Thank you for your time and support. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]