

Letter of Strategic Plan Development

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Strategic Plan Development for [Social Service Program Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate the development of a comprehensive strategic plan for the evaluation of our social service program, [Program Name]. As we aim to enhance our program's effectiveness and impact, your expertise and insights will be invaluable in this process.

The strategic plan will focus on identifying key objectives, assessment methodologies, and outcome measures that align with our program goals. Our target is to establish a framework that ensures accountability and continuous improvement.

To kick off this initiative, I propose we schedule a meeting to discuss our vision, gather input, and outline steps moving forward. Please let me know your availability within the next two weeks.

Thank you for your attention and commitment to advancing our mission. I look forward to collaborating with you on this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]