

Information Request Regarding Social Service Agency Impact

Date: [Insert Date]

[Your Name]
[Your Position]
[Media Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Social Service Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Media Organization Name]. We are currently conducting a report on the impact of social service agencies within our community, and we are particularly interested in the contributions made by [Social Service Agency Name].

We would greatly appreciate it if you could provide us with information regarding the following:

- The number of individuals or families served by your agency in the past year.
- Specific programs or services that have shown notable success.
- Any measurable outcomes or statistics that demonstrate your agency's impact on the community.
- Challenges faced by your agency in delivering services.

Your insights would be invaluable to our report, and we believe that highlighting your agency's efforts can provide a more comprehensive view of the social services landscape.

Please let us know if you would prefer to conduct this conversation via phone, or if you have any documents that you could share electronically. We are keen to ensure accurate representation of your agency's contributions.

Thank you for your time and consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Media Organization Name]