

Community Needs Assessment Distribution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our ongoing commitment to enhance the quality of life in our community, we are conducting a Community Needs Assessment to better understand the needs and concerns of our residents.

Your input is invaluable, and we would appreciate your assistance in distributing the attached survey to ensure we gather a wide range of perspectives. The feedback received will be crucial in informing future initiatives and resource allocation.

Please find the survey attached. We kindly ask that you share it with your network and encourage everyone to participate. The deadline for submissions is [Insert Deadline].

Thank you for your support and collaboration. If you have any questions or need further information, please do not hesitate to reach out to us at [Your Contact Information].

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]