

Community Aid Impact Assessment

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting an impact assessment of the community aid program implemented by [Program Name], aimed at enhancing the welfare and development of our community. The objective of this assessment is to evaluate the effectiveness, sustainability, and overall impact of the program on the local population.

We would like to invite you to participate in this assessment, sharing your insights and experiences regarding the program. Your feedback will be invaluable in understanding the benefits and challenges faced by community members and stakeholders involved.

Please find attached a brief questionnaire that we kindly request you to fill out by [Insert Deadline]. Additionally, we would appreciate the opportunity to schedule an interview with you to discuss your perspective in more detail.

Thank you for your time and support. We look forward to your valuable contributions to this important assessment.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]