

Community Engagement Evaluation

Date: _____

To: [Community Member/Organization Name]

From: [Your Name/Organization]

Subject: Evaluation of Community Needs

Dear [Community Member/Organization Name],

We hope this message finds you well. As part of our ongoing efforts to better serve our community, we are conducting an evaluation of the various needs within our neighborhood. Your insights and experiences are invaluable to us as we aim to develop programs and initiatives that truly reflect the desires and requirements of our community members.

Community Needs Assessment Survey

We would appreciate your participation in our brief survey, which will take approximately [X minutes] to complete. Your feedback will help us identify key areas of need and allocate resources effectively.

[Click here to take the survey](#)

Community Meeting

Additionally, we will be hosting a community meeting on [Date] at [Location]. This will be an opportunity to discuss findings, share your thoughts, and collaborate on solutions. We encourage you to join us.

Please RSVP by [RSVP Date] to ensure we have adequate accommodations.

Thank you for your time and commitment to the betterment of our community. Together, we can make a difference!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]