

Sample Task Evaluation Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of the specific task titled "[Task Title]," which was completed on [Completion Date]. This evaluation is crucial for assessing the effectiveness and impact of the task within our [team/project/department].

The objectives of the task included:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We believe that a thorough evaluation will provide valuable insights for future initiatives. Please let me know if you need any additional information or materials to facilitate this process.

Thank you for your attention to this request. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]