

[Your NGO's Name]

[Your NGO's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Subject: Request for Evaluation of Services Received

Dear [Beneficiary's Name],

We hope this message finds you well. As part of our commitment to continually improve our programs and services, we are reaching out to request your valuable feedback regarding your experience with [Program/Service Name].

Your insights will help us understand the impact of our services and identify areas for improvement. We would greatly appreciate it if you could take a few moments to complete the attached evaluation form.

Please feel free to be as candid as possible; your responses will be kept confidential and used solely for the purpose of enhancing our programs.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your NGO's Name]