

# Request for Impact Report

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to water conservation and efficiency, we kindly request an impact report on the [Project Name] that your organization has implemented in [Location/Community Name].

This report will greatly assist us in understanding the effectiveness of the project and its contribution to the community's water conservation efforts. Specifically, we are interested in:

- The measurable outcomes of the project.
- The challenges faced during implementation.
- Testimonies or feedback from the community.
- Recommendations for future projects.

Our deadline for receiving the report is [Insert Date]. If this timeline poses any challenges, please feel free to reach out to us for an extension.

Thank you for your dedication and work towards water conservation. We look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your NGO Name]  
[Contact Information]