

Impact Assessment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Organization]

[Insert Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our ongoing commitment to forest conservation, [Your Organization's Name] is reaching out to request an impact assessment for the ongoing partnership project titled "[Project Name]." This project aims to address [briefly describe the project goals].

To ensure that we are meeting our environmental and social objectives, we believe that a thorough impact assessment is crucial. This assessment will help us to evaluate the effectiveness of our strategies and identify areas for improvement.

We kindly ask for your support in facilitating this assessment. We propose to work collaboratively to gather data, measure outcomes, and analyze the impacts of our initiatives over the past [insert duration].

We would appreciate the opportunity to discuss this request further and outline the scope of the assessment. Please let us know your availability for a meeting in the coming weeks.

Thank you for considering our request. We look forward to your positive response and to continuing our partnership for the benefit of our forests.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]