

Impact Report Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to transparency and accountability, we are reaching out to request the impact report for the [Year/Period] covering your fair trade initiatives.

Your organization has been a valued partner in promoting fair trade practices, and we are eager to understand the outcomes and impacts of our collaborative efforts. The insights derived from your report will aid us in enhancing our programs and furthering our mission.

We kindly ask you to include details regarding the following:

- Economic impact on the communities involved
- Social benefits delivered through fair trade practices
- Environmental considerations and actions taken
- Future goals and initiatives

Please let us know if you need additional information or if there are any forms to complete for this request. We appreciate your cooperation and look forward to your response.

Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Contact Information]