

# Inquiry Regarding Evaluation Standards

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the evaluation standards currently being utilized for [specific program, project, or initiative] within [Recipient's Organization]. As [your position or reason for inquiry], it is crucial for me to understand the criteria and methodologies employed in the evaluation process.

Could you please provide detailed information regarding the following aspects?

- Criteria for evaluation
- Methods used for data collection and analysis
- Frequency of evaluations
- Stakeholder involvement in the evaluation process

Your insights will be invaluable for [specific purpose or project]. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]