

# Letter Template: Questions Regarding Evaluation Benchmarks

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek clarification on the evaluation benchmarks we are currently utilizing. Specifically, I would appreciate your insights on the following questions:

1. What criteria were used to develop the current evaluation benchmarks?
2. How frequently are the benchmarks reviewed and updated?
3. What methods are employed to measure progress against these benchmarks?

4. Can you provide examples of how the benchmarks have impacted previous evaluations?
5. Are there any upcoming changes to the evaluation benchmarks that we should be aware of?

Your expertise and guidance in this matter would be greatly appreciated. Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]