

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request further details regarding the evaluation measures that your organization employs. Understanding these measures is crucial for our ongoing assessment and collaboration.

Specifically, I would appreciate information on the following:

- Criteria used for evaluation
- Data collection methods
- Frequency of evaluations
- Any recent reports or findings

Your insights will be invaluable in helping us align our goals and expectations more effectively. If possible, I would appreciate receiving the information by [specific date].

Thank you for your time and consideration. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Organization]