

Subject: Request for Explanation on Evaluation Measures

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek clarification regarding the evaluation measures used in [specific project/program/initiative]. As a stakeholder, I believe understanding these measures is crucial for ensuring transparency and effectiveness in our collective efforts.

Could you please provide detailed insights on the following aspects:

- Criteria used for evaluation
- Data collection methods
- Timeframe for evaluation
- Expected outcomes and benchmarks

Your assistance in this matter is highly appreciated, as it will help in aligning our goals and expectations moving forward.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]