

Evaluation Request for Educational Partnership Outcomes

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in evaluating the outcomes of our recent educational partnership, [partnership name or program], which was conducted from [start date] to [end date].

As you know, assessing the effectiveness of our collaboration is crucial for understanding the impact we have made and for identifying areas for improvement. We would greatly appreciate your insights and feedback on the following aspects:

- The effectiveness of the program in meeting its stated objectives.
- The engagement and satisfaction levels of participants.
- Recommendations for future partnerships.

We kindly request that you complete the evaluation by [deadline date], to ensure that we can incorporate your feedback into our final report. Please let us know if you require any additional information or support during this process.

Thank you very much for your time and consideration. We look forward to your valuable feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]