

# Funding Opportunity Evaluation

Date: [Insert Date]

To: [Recipient Name]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to provide an evaluation of the recent funding opportunity provided by [Funding Organization/Program Name]. This evaluation is based on the criteria established in the call for proposals and our assessment of the submissions.

## Evaluation Criteria:

- Relevance to Funding Goals
- Project Feasibility
- Impact Potential
- Budget Justification

## Summary of Findings:

[Briefly summarize the findings related to each criterion.]

## Recommended Actions:

[Outline any recommendations for funding, revisions, or further actions.]

We appreciate the opportunity to evaluate this funding opportunity and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]