

Service Impact Evaluation Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As part of our ongoing commitment to improving services and understanding their impact, we are conducting an evaluation of various initiatives implemented over the past year.

We would greatly appreciate your input and insights regarding your experience with [Specific Service/Program]. Specifically, we are interested in how this service has affected your organization and the community you serve.

To facilitate this evaluation, we would like to request a meeting or a follow-up survey at your convenience. Your feedback is invaluable in helping us assess the effectiveness of our programs and identify areas for improvement.

Thank you for considering this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]