

# Outreach for Strategic Plan Assessments

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently in the process of conducting an assessment of our strategic plans to better align our initiatives with the needs of our community and stakeholders.

As a valued [stakeholder/community member/partner], your insights and feedback would be incredibly beneficial to us. We would like to invite you to participate in this assessment process, which will involve a brief survey and possibly a follow-up meeting to discuss your thoughts and experiences further.

Please let us know your availability for a brief call or meeting at your convenience. Your perspective is crucial to the success of our strategic planning efforts, and we greatly appreciate your time and contributions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]