

# Official Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Subject: Notice of Comprehensive Evaluation

Dear [Recipient's Name],

We are writing to inform you that a comprehensive evaluation will be conducted for [specify purpose or program] starting from [start date] and concluding on [end date]. This evaluation aims to [briefly state the objectives of the evaluation].

During this period, evaluators will collect data through [mention data collection methods, e.g., interviews, surveys, observations]. We encourage your cooperation and support in facilitating this process.

Please feel free to reach out to us at [contact information] should you have any questions or require further clarification regarding this evaluation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]