

Request for Evaluation of Reading Comprehension Program

Date: [Insert Date]

To: [Evaluator's Name]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to formally request your assistance in evaluating our Reading Comprehension Program, which was implemented on [program start date]. The primary objectives of the program are to enhance students' reading comprehension skills and to assess their progress over time.

We believe that an evaluation conducted by your team would provide valuable insights into the effectiveness of our program and help us identify areas for improvement. We are particularly interested in assessing the following aspects:

- Student engagement and participation
- Improvement in reading comprehension scores
- Feedback from teachers and students

We would appreciate it if you could provide a proposal outlining your evaluation strategy, timelines, and any associated costs by [proposal deadline]. Please let us know a suitable time for a meeting to discuss this further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]