

# Collaborative Impact Report Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to transparency and collaboration, we are preparing our annual Collaborative Impact Report. This report aims to highlight our joint efforts and the positive outcomes we have achieved together.

To ensure we capture a comprehensive overview of our impact, we kindly request the following information from your team:

- Summary of projects undertaken together
- Key milestones and achievements
- Challenges faced and solutions implemented
- Impact metrics and any available data

Please share your insights by [Insert Deadline Date], which will allow us to compile the report in a timely manner. If you would like to discuss this further, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to celebrating our collective successes in the upcoming report.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]