

# Assessment Request for Donor Role in Program Development

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Donor's Name]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to formally request your assessment and insights regarding your potential role as a donor in the proposed program development at [Your Organization]. Your expertise and philanthropic support are vital to our mission of [briefly describe mission].

We are currently in the process of designing a program aimed at [briefly describe program objectives]. We believe your involvement could significantly enhance the program's impact and sustainability.

We would greatly appreciate it if you could review our project proposal and provide your assessment, thoughts, and any suggestions you may have. Your guidance would be invaluable as we seek to align our objectives with the needs of our community.

Thank you for considering this request. I look forward to your positive response and hope to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]