



Sample Letter

USAID Mission

Date

Dear [.....],

We are pleased to provide you with a final draft of the Evaluation report titled [.....]. As a [funder of the project being evaluated/funder of the evaluation/implementer of the project being evaluated], we are providing this review copy of the evaluation prior to its completion and dissemination. Please do not share or distribute this draft outside your organization.

If, upon reviewing this evaluation report, you find errors of fact or you have differences of opinion regarding findings, conclusions, and recommendations, you may write a *Statement of Differences* that will be appended to the appended to the final report.

In completing a Statement of Difference, please be aware of the following.

- This draft report is not completely final and is therefore subject to change at the discretion of the authors.
- Writing a statement of difference is optional and no individual or organization is required to provide one.
- The statement of differences should be made in writing, signed, and submitted to USAID electronically.
- The statement of differences is a one-time only opportunity. Statements provided after the deadline listed below or additional statements will not be accepted.
- Statements of differences should be a single, corporate response. Letters from individuals will not be accepted.
- The statement of differences should focus on errors of fact and differences regarding the findings, conclusions, and recommendations stated in the evaluation report. The basis for any differences with the evaluation report should be described.
- The statement of differences should be no more than 10 pages in length.

Statements of differences will be accepted until [Date]. Any statements provided after that date will not be accepted.