

Example of Email Sent to MEP Center in Advance of Annual Review

Dear Center Director,

Attached is a data set that we will want to refer to during the Annual Review.

Let me know if you have any questions.

About a week in advance of the Review, we would like you to send us a copy of your most recent financial statements regarding the MEP program, whatever you usually use.

The review might take 2 - 3 hours on site.

Here is the Annual Review we did last time, looking forward to our visit.

Sincerely,

MEP Regional Manager