# Example of introductory letter

[ORGANIZATION]

Dear Mr/Mrs. [NAME*: person within the MFI who will be coordinating the work of the audit, or Managing Director*},

I am pleased to send you the SPI4 audit tool.

CERISE and SPTF have created, with the support of their membership, the SPI4, a universal social performance assessment tool that integrates emerging industry social performance standards.

Your willingness to undergo a SPI4 assessment is proof of your institution’s commitment to improving the lives of your clients, and I congratulate you and your institution in this effort.

[Organization requesting the audit] has requested this assessment as part of our policy to promote a strong double bottom line among our MFI partners. We are certain that the process will be equally enriching for your MFI, whether you are looking to improve your social performance management, track your progress or better communicate on social performance.

We kindly request you pre-fill the questionnaire at this time. We will work with you to finalize it during [*our due diligence visit / annual technical assistance support / monitoring visit / other*]. We expect the whole process will take [*number of days you expect MFI to dedicate to the audit*].

[*Here, the Organization can add how they plan to use the results of the audits*]

Detailed guidelines on how to fill in the questionnaire are available at **www.cerise-spm.org**. I will be your resource person at [Organization] should you have any questions. I look forward to exchanging with you throughout the process.

Once again, congratulations on joining the ranks of those MFIs determined to put words into action and make their social mission a reality.

Sincere regards,

[Your name and position]