

# Stakeholder Engagement Report

Date: [Date]

To: [Recipient Name]

From: [Your NGO Name]

Subject: Stakeholder Engagement Report

## Introduction

This report outlines our engagement activities with key stakeholders from [start date] to [end date].

## Objective

The primary objective of this engagement was to [state objective].

## Stakeholder Identification

We identified the following key stakeholders:

- [Stakeholder 1]
- [Stakeholder 2]
- [Stakeholder 3]

## Engagement Activities

The following activities were conducted:

1. [Activity 1: Description]
2. [Activity 2: Description]
3. [Activity 3: Description]

## Feedback and Outcomes

During these activities, we received valuable feedback:

- [Feedback 1]
- [Feedback 2]
- [Feedback 3]

The outcomes of these engagements have resulted in [describe outcomes].

## **Conclusion**

We are committed to ongoing engagement with our stakeholders and will continue to address their concerns and input as we move forward.

## **Contact Information**

If you have any questions regarding this report, please contact us at [Your Contact Information].

Sincerely,

[Your Name]  
[Your Position]  
[Your NGO Name]