

Project Involvement Request

Date: [Insert Date]

Dear [Staff Member's Name],

I hope this message finds you well. I am writing to provide you with the details regarding our upcoming project, [Project Name], and to invite your involvement.

Project Overview

[Brief description of the project, its goals, and purpose.]

Project Timeline

[Start date] to [End date]

Your Role

As a [specific role or responsibility], your expertise in [relevant skills or knowledge] will be invaluable for the success of this project.

Expected Outcomes

[Outline the expected results and benefits of the project.]

Next Steps

Please confirm your availability for an initial meeting on [Date & Time] to discuss the project in more detail.

Thank you for considering this opportunity. I am looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]