

# **Reminder for Stakeholder Engagement Meeting**

Dear [Stakeholder's Name],

This is a friendly reminder about the upcoming Stakeholder Engagement Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Online Link].

We value your input and look forward to discussing [brief agenda/topics]. Please confirm your attendance at your earliest convenience.

Thank you for your attention, and we look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]