

Notification of Stakeholder Committee Formation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce the formation of a Stakeholder Committee to oversee [Project/Initiative Name]. This committee will play a vital role in providing guidance, feedback, and support to ensure the success of our endeavors.

The initial meeting is scheduled for [Insert Date and Time]. It will take place at [Insert Location/Virtual Meeting Link]. We encourage your participation as we aim to include diverse perspectives in our discussions.

Committee Members will include representatives from [List Key Stakeholders or Organizations]. If you have any questions or would like to suggest additional members, please do not hesitate to reach out.

Thank you for your continued support and commitment to [Project/Initiative Name]. We look forward to collaborating with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]