

Invitation to Impact Assessment Discussion

Dear [Recipient's Name],

We are pleased to invite you to an important discussion regarding the impact assessment for [Project/Program Name]. Your insights and expertise are invaluable to us as we seek to evaluate the potential effects and outcomes of this initiative.

Details of the Discussion:

- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Location/Online Meeting Link]

Please confirm your attendance by [RSVP Date]. Should you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you, and we look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]