

# Proposal for Impact Assessment Meeting

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Address]

Dear [Recipient Name],

I am writing to propose a meeting to discuss the impact assessment of [project/program name]. It is essential for us to evaluate the potential effects and benefits, ensuring alignment with our goals and objectives.

We suggest convening on [proposed date and time] at [proposed location/online platform]. The agenda for the meeting will include:

- Overview of the impact assessment process
- Identification of key stakeholders
- Discussion of anticipated impacts
- Next steps and action items

Please let us know your availability for the proposed date or suggest an alternative. Your insights and expertise are invaluable to the success of this assessment.

Thank you for considering this proposal. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]