

# Stakeholder Assessment Request

Date: [Insert Date]

To: [Stakeholder's Name]

Position: [Stakeholder's Position]

Organization: [Stakeholder's Organization]

Address: [Stakeholder's Address]

Dear [Stakeholder's Name],

I hope this message finds you well. We are currently conducting a stakeholder assessment as part of our project [Project Name] aimed at [Brief Project Purpose]. Your insights and perspectives are invaluable to us, and we would greatly appreciate your input.

We kindly request that you participate in this assessment by providing your thoughts on the following areas:

- Stakeholder interests and expectations
- Potential challenges and risks
- Opportunities for collaboration

Please respond by [Response Deadline]. Your feedback will be instrumental in ensuring the success of our project.

Thank you for considering our request. Should you have any questions or require further information, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]