

Stakeholder Consultation Inquiry

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Position]

[Stakeholder Organization]

[Stakeholder Address]

Dear [Stakeholder Name],

I hope this message finds you well. We are currently conducting an inquiry into [Briefly Describe the Topic/Issue]. Your insights and expertise would be invaluable to us as we aim to [Purpose of Inquiry].

We would greatly appreciate your participation in a stakeholder consultation session scheduled for [Insert Date and Time]. The session will be held [Insert Location/Format]. The discussion will focus on [Key Topics of Discussion].

Please let us know your availability for the consultation, and feel free to suggest any other topics you believe would be important to address.

Thank you for considering this opportunity to contribute to our understanding of [Topic/Issue]. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]