

# Stakeholder Impact Assessment

**Date:** [Insert Date]

**To:** [Stakeholder Name]

**From:** [Your Name]

**Subject:** Stakeholder Impact Assessment for [Project Name]

Dear [Stakeholder Name],

As part of our ongoing commitment to stakeholder engagement and transparency, we are conducting an impact assessment for the [Project Name]. This assessment aims to identify and analyze the potential impacts on stakeholders involved, particularly in terms of economic, social, and environmental factors.

We would appreciate your input regarding the following:

- Your expectations and concerns about the project.
- Potential benefits and challenges you foresee.
- Recommendations for mitigating negative impacts.

Please reply by [Insert Deadline] to ensure your feedback is included in our assessment findings. Your insights are invaluable in helping us make informed decisions that consider all stakeholder perspectives.

Thank you for your attention and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]