

Pending Issues Review

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Pending Issues from Stakeholder Meeting

Dear [Stakeholder Name],

Thank you for your valuable contributions during our recent stakeholder meeting. This letter outlines the pending issues that require further discussion and resolution:

1. **Issue 1:** [Brief Description]
2. **Issue 2:** [Brief Description]
3. **Issue 3:** [Brief Description]
4. **Issue 4:** [Brief Description]

We appreciate your attention to these matters and look forward to your responses.

Best regards,

[Your Name]
[Your Position]
[Your Company]