

# Stakeholder Engagement Confirmation

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Stakeholder Name],

We are pleased to confirm your engagement as a stakeholder for [Project/Initiative Name]. Your expertise and insights are invaluable to us as we move forward with our plans.

The engagement session is scheduled for [Date and Time], to be held at [Location/Platform]. This session will allow us to discuss key aspects of the project and gather your feedback.

Should you have any questions or require further information, feel free to reach out to me at [Your Contact Information].

We look forward to your valuable participation and collaborating towards a successful outcome.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]