

Stakeholder Engagement Agreement

Date: [Insert Date]

To: [Stakeholder Name]
[Stakeholder Address]
[City, State, Zip Code]

From: [Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]

Subject: Stakeholder Engagement Agreement

Dear [Stakeholder Name],

This letter serves to formalize our agreement regarding stakeholder engagement for the [Project Name] project. We recognize the importance of your involvement and are committed to ensuring effective communication and collaboration throughout the project's duration.

Engagement Objectives

- To gather input and feedback from stakeholders.
- To keep stakeholders informed of project progress.
- To address concerns and manage expectations.

Engagement Activities

The following activities will be undertaken:

- Regular project updates via email.
- Quarterly meetings to discuss developments and gather input.
- Surveys to assess stakeholder satisfaction and gather feedback.

Commitment

We commit to maintaining open lines of communication and fostering a collaborative relationship throughout the project. We appreciate your support and contribution.

Please sign below to confirm your agreement to participate as a stakeholder in this engagement process.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

Agreed and Accepted:

[Stakeholder Name]

[Position/Title]

[Date]