

Stakeholder Responsibility Matrix

Date: [Insert Date]

To: [Stakeholder Name]
[Stakeholder Position]
[Company/Organization Name]
[Address]

Dear [Stakeholder Name],

We are writing to share the Stakeholder Responsibility Matrix for the [Project Name] project. This matrix outlines the key stakeholders involved, their responsibilities, and the level of engagement required throughout the project lifecycle.

Stakeholder	Role	Responsibilities	Engagement Level
[Stakeholder 1]	[Role 1]	[Responsibilities 1]	[Engagement Level 1]
[Stakeholder 2]	[Role 2]	[Responsibilities 2]	[Engagement Level 2]
[Stakeholder 3]	[Role 3]	[Responsibilities 3]	[Engagement Level 3]

We believe that effective collaboration and clear communication among stakeholders are critical to the success of our project. Please review the matrix and feel free to reach out if you have any questions or need further clarification.

Thank you for your continued support and engagement.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]