

# Letter of Request for Stakeholder Feedback

Date: [Insert Date]

To: [Stakeholder Name]  
[Stakeholder Title]  
[Organization Name]  
[Organization Address]

Dear [Stakeholder Name],

I hope this message finds you well. As part of our ongoing efforts to improve [Project/Program Name], we are conducting a needs assessment to better understand the requirements and expectations of our stakeholders.

We believe that your insights are invaluable in this process, and we kindly request your feedback regarding [specific aspects of the project/program]. Your perspective will help us identify key areas for improvement and ensure that our initiatives are aligned with the needs of our community.

Please take a moment to share your thoughts by [insert feedback method, e.g., completing a survey, attending a meeting]. The deadline for feedback submission is [insert deadline].

Thank you for taking the time to contribute to this important initiative. Your input is crucial to our success, and we look forward to hearing from you soon.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]