

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Stakeholder Name]

[Stakeholder Title]

[Stakeholder Organization]

[Stakeholder Address]

[City, State, Zip Code]

Dear [Stakeholder Name],

I hope this message finds you well. I am writing to invite you to participate in a stakeholder engagement process for a needs assessment we are conducting as part of [brief description of the project or initiative]. Your insights and expertise are invaluable to us.

The purpose of this needs assessment is to [summarize the goals of the assessment and its importance]. We believe that your involvement will greatly enhance our understanding and ability to address the needs of the community/stakeholder group.

We would like to schedule a meeting to discuss this further and explore how you can contribute to this important initiative. Please let us know your availability in the upcoming weeks.

Thank you for considering this request. We look forward to your positive response and to working closely with you on this vital project.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]