

Stakeholder Feedback Request

Dear [Stakeholder Name],

We hope this message finds you well. As part of our upcoming Program Needs Assessment, we are reaching out to gather valuable feedback from key stakeholders like yourself. Your insights are crucial to ensuring the program meets the needs of all involved.

We kindly request your feedback on the following areas:

- Current challenges you face related to the program
- Opportunities for improvement
- Suggestions for program enhancements

Please take a few moments to complete the attached survey by [due date]. Your responses will be kept confidential and will be instrumental in shaping the future direction of the program.

Thank you for your time and support. Should you have any questions, please feel free to reach out.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]