

Stakeholder Needs Assessment Participation Request

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

Dear [Stakeholder Name],

We are reaching out to invite you to participate in our Stakeholder Needs Assessment, which aims to gather insights and feedback from key individuals and organizations that are pivotal to the success of our project.

Your expertise and perspective would be invaluable in helping us understand the needs and priorities of all stakeholders involved. The assessment will involve a short survey and a follow-up interview, which we anticipate will take no more than [estimated time] of your time.

Please let us know if you would be willing to participate and if there are specific times that work best for you. Your participation would greatly contribute to ensuring our efforts are aligned with stakeholders' needs.

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]