

# Memo

**To:** [Recipient's Name]

**From:** [Your Name]

**Date:** [Date]

**Subject:** Change in Stakeholder Emphasis

Dear [Recipient's Name],

I am writing to inform you of an important change regarding our stakeholder emphasis in the [Project/Program Name]. After careful consideration and analysis, we have decided to shift our focus to [New Stakeholder Group] due to [Reasons for Change].

This change aims to enhance our engagement strategies and ensure that we are effectively meeting the needs and expectations of our stakeholders. We believe that by prioritizing [New Stakeholder Group], we can achieve better outcomes and strengthen our overall project impact.

Please feel free to reach out if you have any questions or require further clarification regarding this change.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]