

Letter of Outreach

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Stakeholder's Name]

[Stakeholder's Position]

[Stakeholder's Organization]

Dear [Stakeholder's Name],

I hope this message finds you well. I am reaching out to invite you to participate in an expert consultation aimed at [briefly state the purpose of the consultation]. Given your expertise in [mention relevant area], we believe your insights would be invaluable to the success of this initiative.

The consultation is scheduled for [date] and will take place [location or format, e.g., online]. We aim to gather diverse perspectives to inform our [project/initiative]. Your participation would greatly enrich our discussions and help align our objectives with the needs of stakeholders.

Please let us know your availability for this engagement. We would be happy to accommodate your schedule to foster your participation.

Thank you for considering this opportunity to collaborate. We are looking forward to your positive response.

Warm regards,

[Your Name]

[Your Contact Information]