

Letter of Request for Stakeholder Expert Involvement

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to participate as an expert stakeholder in an upcoming consultation organized by [Your Organization]. This consultation aims to [briefly describe the purpose of the consultation and its significance].

Your expertise in [specific area of expertise] would greatly enrich the discussion and provide valuable insights to shape our outcomes effectively. We are particularly interested in your perspectives on [specific topics or issues to be discussed].

The consultation is scheduled for [date] at [location/virtual platform]. We anticipate that the session will take approximately [duration]. Your involvement would not only enhance the quality of the dialogue but also strengthen partnerships within our community.

Please let us know your availability for this session by [RSVP deadline]. We hope you can join us and look forward to hearing from you soon.

Thank you for considering this opportunity to contribute to [Your Organization's initiative].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]