

# Notification of Changes Based on Stakeholder Input

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Changes to [Project Name] Following Stakeholder Requirement Gathering Session

Dear [Stakeholder Name],

We appreciate your participation in the recent stakeholder requirement gathering session held on [Session Date]. Your insights and feedback have been invaluable in shaping the direction of the [Project Name].

Based on the discussions, we have identified the following key changes to the project:

- **Change 1:** [Description of Change 1]
- **Change 2:** [Description of Change 2]
- **Change 3:** [Description of Change 3]

We believe that these changes will enhance the overall success of the project and meet the needs expressed during the session. We will continue to keep you informed about further developments and welcome any additional feedback you may have.

Thank you once again for your contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]