

Confirmation of Stakeholder Requirement Gathering Session

Date: [Insert Date]

Dear [Stakeholder's Name],

We are pleased to confirm your participation in the upcoming Stakeholder Requirement Gathering Session scheduled for [Insert Date and Time]. The session will take place at [Insert Location/Virtual Link].

The purpose of this gathering is to discuss and gather requirements for [Insert Project/Topic Name]. Your insights and feedback will be invaluable as we move forward with the project.

Please find the agenda attached for your reference. Should you need to make any adjustments to your availability or if you have any questions, feel free to reach out to me directly.

Thank you for your engagement, and we look forward to a productive session.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]