

# Outcomes from Stakeholder Requirements Gathering Session

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Summary of Outcomes from Recent Requirements Gathering Session

## Overview

Thank you for participating in the stakeholder requirements gathering session held on [Session Date]. This letter serves to summarize the key outcomes and next steps identified during the meeting.

## Key Outcomes

- **Requirement 1:** [Brief description of the requirement]
- **Requirement 2:** [Brief description of the requirement]
- **Requirement 3:** [Brief description of the requirement]
- **Challenges Identified:** [Brief description of any challenges discussed]

## Next Steps

1. [Next step 1 description]
2. [Next step 2 description]
3. [Next step 3 description]

## Closing

We appreciate your input and collaboration during this process. Should you have any questions or further insights, please feel free to reach out.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]