

Stakeholder Advisory Request

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]
[Your Position]
[Your Company/Organization]

Dear [Stakeholder Name],

I hope this message finds you well. As we move forward with the planning phase of [Project Name], we recognize the importance of incorporating diverse perspectives and expertise from our stakeholders.

We would like to formally invite you to participate in an advisory capacity for the project. Your insights would be invaluable as we strive to ensure that the project aligns with our collective goals and meets the needs of all stakeholders involved.

We are planning a series of advisory meetings scheduled for [Insert Dates/Times], and we would be grateful if you could join us for these discussions. Your contributions would greatly enhance our planning efforts.

Please let us know your availability for these meetings. We appreciate your time and consideration, and we look forward to your positive response.

Thank you very much.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]