

Dear [Stakeholder's Name],

I hope this message finds you well. As part of our ongoing commitment to assess and improve our project's impact, we are conducting a stakeholder assessment to gather insights and feedback.

We would greatly appreciate your input, as your perspective is invaluable to our understanding of the project's strengths and areas for improvement. The assessment will cover key areas such as project objectives, outcomes, and engagement strategies.

Please let us know your availability for a brief meeting or if you prefer, we can send you a questionnaire to complete at your convenience. Your participation will contribute significantly to the success of this initiative.

Thank you for considering our request. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]