

Letter of Clarification on Stakeholder Expectations

Date: [Insert Date]

To: [Stakeholder Name]

[Stakeholder Address]

[City, State, Zip Code]

Dear [Stakeholder Name],

I hope this message finds you well. As we progress on [Project/Initiative Name], it has become essential to clarify our mutual expectations to ensure alignment and success.

Key Expectations

- **Objective:** [Describe the primary objective]
- **Deliverables:** [List of key deliverables]
- **Timeline:** [Outline of important deadlines]
- **Communication:** [Details about communication preferences]
- **Concerns:** [Address any known concerns or issues]

We value your input and would like to encourage open communication as we work together. Should you have any questions or additional points to address, please do not hesitate to reach out.

Thank you for your collaboration and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]