

Stakeholder Role Definition

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Name]

Subject: Definition of Stakeholder Role

Dear [Stakeholder's Name],

We appreciate your involvement in the [Project Name]. As we move forward, we would like to clearly define your role and responsibilities as a stakeholder in this initiative.

Stakeholder Role: [Stakeholder Role Title]

- **Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]
- **Expectations:**
 - [Expectation 1]
 - [Expectation 2]
 - [Expectation 3]
- **Communication:**

We will communicate updates through [Communication Method].

We look forward to your continued collaboration and support in contributing to the success of the project.

Best regards,

[Your Name]

[Your Title]

[Your Organization]