

Date: [Insert Date]

To: [Stakeholder Name]

Title: [Stakeholder Title]

Organization: [Stakeholder Organization]

Address: [Stakeholder Address]

Dear [Stakeholder Name],

We are pleased to announce that we are initiating a consultation process regarding our upcoming project, [Project Name]. As a key stakeholder, your insights and feedback are invaluable to us.

We would like to invite you to participate in a consultation meeting scheduled for [Date and Time] at [Location/Virtual Meeting Link]. The purpose of this meeting is to discuss the project objectives, gather your input, and address any concerns you may have.

Please confirm your availability for the proposed date or suggest an alternative if necessary. Your participation will greatly enhance the collaboration for the success of this project.

Thank you for your attention and support. We look forward to your valuable contributions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]