

Stakeholder Engagement Letter

Date: [Insert Date]

To: [Stakeholder Name]

Position: [Stakeholder Position]

Company: [Stakeholder Company]

Dear [Stakeholder Name],

We are excited to inform you about the upcoming vendor cross-functional team project, which aims to [brief description of project goals]. Your expertise and insights will be invaluable to the success of this initiative.

As a key stakeholder, we would like to invite you to participate in the project planning and execution phases. The project timeline is as follows:

- Project Kick-off: [Insert Date]
- Initial Stakeholder Meeting: [Insert Date]
- Milestone Reviews: [Insert Dates]
- Project Completion: [Insert Date]

We believe that your contributions will greatly enrich our discussions and decision-making processes. Please confirm your availability for the initial stakeholder meeting by [Insert Response Deadline].

Thank you for considering this opportunity. We look forward to your positive response and a fruitful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]