

Stakeholder Involvement Confirmation

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Confirmation of Stakeholder Involvement

Dear [Stakeholder Name],

We are pleased to confirm your involvement as a key stakeholder in the [Project/Program Name]. Your contribution is vital to the success of this initiative, and we appreciate your willingness to collaborate with us.

Details of your involvement are as follows:

- Role: [Specify Role]
- Responsibilities: [Outline Responsibilities]
- Meeting Schedule: [Outline of Meetings or Engagements]

Should you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you once again for your commitment and support. We look forward to working with you.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]