

# Request for Stakeholder Consultation

Date: [Insert Date]

To: [Stakeholder's Name]  
[Stakeholder's Title]  
[Stakeholder's Organization]  
[Stakeholder's Address]

Dear [Stakeholder's Name],

I hope this message finds you well. We are reaching out to invite you to participate in a stakeholder consultation regarding [specific project or initiative]. Your insights and perspectives would be invaluable as we work to [specific goal or objective].

We plan to hold the consultation on [insert date] at [insert location/format, e.g., online, in-person]. The agenda will include [briefly outline agenda topics].

Please let us know your availability for this meeting, and if you have any questions or require further information, do not hesitate to reach out.

Thank you for considering this opportunity to contribute to our project.

Best regards,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]