

Stakeholder Involvement Agreement

From:

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To:

[Stakeholder's Name]
[Stakeholder's Position]
[Stakeholder's Organization]
[Stakeholder's Address]
[City, State, Zip Code]

Subject: Stakeholder Involvement Agreement

Dear [Stakeholder's Name],

This letter serves as a formal agreement to involve you as a stakeholder in the [Project/Initiative Name]. We recognize the importance of your expertise and insights and would like to establish a collaborative approach to ensure the success of our efforts.

Scope of Involvement:

- Participation in regular meetings.
- Providing feedback on project developments.
- Collaborating on decision-making processes.

Duration of Involvement: [Specify duration]

We look forward to your valuable contributions and are excited about this collaboration. Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]

Agreed and Accepted by:

[Stakeholder's Name]
[Stakeholder's Position]
[Stakeholder's Organization]
Signature: _____
Date: _____