

Stakeholder Engagement Letter

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Invitation for Stakeholder Engagement in Impact Assessment

Dear [Stakeholder Name],

We are reaching out to invite you to participate in the stakeholder engagement process for the upcoming impact assessment of [Project/Program Name]. Your insights and feedback are crucial to ensure that the assessment accurately reflects the perspectives of all affected parties.

The impact assessment aims to evaluate the potential effects of [briefly describe the project/program] on the environment, economy, and local communities. We believe that your unique experiences and expertise will provide invaluable contributions to this process.

We would like to schedule a meeting to discuss the following:

- Overview of the impact assessment process
- Your views on potential impacts
- Concerns or recommendations

Please let us know your availability for a meeting within the next two weeks. We can accommodate both in-person and virtual formats to ensure your participation.

Thank you for considering this opportunity to engage. We look forward to your positive response and to working together towards a successful impact assessment.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]