

[Your NGO Name]

[Your NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Call for Stakeholder Engagement in Policy-Making**

Dear [Recipient Name],

We hope this letter finds you well. As an organization committed to [briefly describe your NGO's mission], we recognize the importance of collaborative efforts in shaping effective policies that address the needs of our communities.

With recent developments in [specific policy area], we believe it is crucial to engage stakeholders like yourself to ensure diverse perspectives are considered. We would like to formally invite you to participate in a series of discussions aimed at gathering insights and recommendations on this topic.

Details of the Engagement:

- Date: [insert date]
- Time: [insert time]
- Location: [insert location or indicate if virtual]

Your expertise in [mention recipient's area of expertise] would greatly enrich our discussions. Together, we can work towards creating policies that are more inclusive and effective.

We sincerely hope you will accept our invitation. Please confirm your attendance by [RSVP deadline]. If you have any questions, feel free to reach out to us at [contact information].

Thank you for considering this opportunity to make a positive impact in our community.

Warm regards,

[Your Name]

[Your Title]

[Your NGO Name]