

Consultation Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the upcoming Environmental Impact Assessment (EIA) for [Project Name], which is scheduled to take place on [EIA Date]. As part of our commitment to ensuring environmental protection and community engagement, we invite you to participate in this consultation process.

The purpose of the EIA is to evaluate the potential environmental effects of the proposed project and to identify any necessary mitigation measures. We value your input and encourage you to share your thoughts and concerns.

Please find attached the project description and preliminary environmental review. We will be holding a consultation meeting on [Meeting Date] at [Meeting Location]. Your participation is highly encouraged, as it will help us in making informed decisions related to this project.

For more information or to confirm your attendance, please contact [Contact Person] at [Contact Email] or [Contact Phone Number].

Thank you for your attention to this important matter. We look forward to your valuable input.

Sincerely,

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