

# Dear [Stakeholder's Name],

We hope this message finds you well. As we embark on a strategic planning initiative for [Organization/Project Name], we recognize the vital importance of your insights and perspectives.

To ensure that our strategic plan reflects the needs and expectations of all stakeholders, we invite you to participate in our Stakeholder Opinion Survey. Your input will be invaluable in guiding our decisions and setting our priorities.

The survey consists of a few questions and will take approximately [estimated time] to complete. Your responses will be kept confidential and will be used solely for the purpose of this strategic planning process.

To access the survey, please click the following link: [Take the Survey](#).

We greatly appreciate your time and valuable feedback. The deadline for submissions is [Deadline Date]. Should you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for your participation.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]