

Request for Input on Strategic Plan Development

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our initiative to develop a comprehensive strategic plan for [Your Organization's Name], we are reaching out to key stakeholders for their valuable insights and feedback.

Your expertise in [specific area or field] will greatly enhance the quality and effectiveness of our strategic plan. We would appreciate it if you could share your thoughts on the following:

- [Question/Topic 1]
- [Question/Topic 2]
- [Question/Topic 3]

We are aiming to finalize the strategic plan by [Insert Deadline]. If you could provide your input by [Insert Input Deadline], it would be immensely helpful in ensuring your perspective is included.

Thank you for considering this request. We truly value your input and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]