

# Contractor Community Engagement Procedures

Date: [Insert Date]

To: [Community Stakeholders/Name]

From: [Your Company Name]

Subject: Community Engagement Procedures for [Project Name]

Dear [Stakeholder Name],

We are committed to maintaining open communication and positive relationships with the community as we undertake the [Project Name]. This letter outlines our procedures for community engagement.

## 1. Introduction

The purpose of this engagement is to inform the community about the project and gather feedback to address any concerns.

## 2. Engagement Activities

- Community Meetings: [Dates and Locations]
- Surveys: [How to Access]
- Social Media Updates: [Links]

## 3. Contact Information

If you have any questions or wish to provide feedback, please contact us at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for your attention and support as we move forward with this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]