

## **Email Templates for Stakeholder Outreach**

These email templates are designed to support your Change Impact Assessment (CIA) activities by providing ready-to-use messages for key stakeholder interactions — including interview invitations, feedback requests, and result sharing.

Each message is written in a clear, professional tone and aligned with common CIA workflows. However, every organization and initiative is different — so feel free to tweak the wording, tone, or subject lines to reflect your specific project, audience, or internal communication style.

You can use these templates as-is or adapt them into your broader stakeholder engagement and communication plans.

### **1. Request for Interview – Stakeholder Impact Assessment**

**Subject:** Request for 30-Minute Input on Upcoming [Change Initiative]

Hi [Name],

As part of our upcoming [project/change initiative], we're conducting a brief impact assessment to better understand how this change may affect teams across the organization.

Given your role and experience, we'd greatly value your input. I'd like to schedule a 30-minute conversation to discuss how the change may affect [team/process/system] from your perspective.

Please let me know a convenient time this week or next.

Thanks in advance for your time and insight.

Best regards,  
[Your Name]  
[Your Title or Team]

## 2. Pre-Session Reminder – Stakeholder Interview

**Subject:** Reminder: Your Upcoming Change Assessment Conversation

Hi [Name],

Just a quick reminder about our upcoming discussion on [date/time] to explore how the [project/change] may affect your area. The session will take about 30 minutes and will be informal.

No prep is needed — just bring your insights and thoughts on any potential impacts, concerns, or opportunities.

Looking forward to our chat.

Best,  
[Your Name]

## 3. Follow-Up – Thank You + Summary of Discussion

**Subject:** Thank You for Your Input on [Change Initiative]

Hi [Name],

Thank you again for taking the time to share your insights on [project/change]. Your input was incredibly helpful in identifying key areas of potential impact, particularly around [insert highlight].

We're compiling all stakeholder input to ensure our planning and engagement activities are aligned with what teams truly need.

If anything else comes to mind, please don't hesitate to reach out.

Best,  
[Your Name]

#### 4. Request for Feedback – Draft Impact Summary

**Subject:** Request for Feedback: Draft Change Impact Summary

Hi [Name],

We've pulled together a draft summary of anticipated impacts from the [project/change initiative], and I'd appreciate your review.

[Attach summary or link to document]

Please take a look and let me know if:

- Anything feels inaccurate or incomplete
- There are impacts missing from your area
- You have any suggestions for mitigation or engagement

Your feedback is greatly appreciated by [insert date]?

Thanks so much for your partnership.

Best regards,  
[Your Name]

#### 5. Sharing Final Results – Impact Summary & Next Steps

**Subject:** Final Impact Summary for [Change Initiative]

Hi [Name],

I'm sharing the final impact summary from our Change Impact Assessment for [project/change initiative]. This document outlines key areas of impact, stakeholder considerations, and proposed mitigation and engagement actions.

[Attach PDF or link]

This information will now guide communication, training, and rollout planning. Thank you again for your support and insights throughout this process.

If you have questions or need a walkthrough of the findings, I'm happy to connect.

Best,  
[Your Name]

**Change Adaptive**