

Stakeholder Communication Form

Company Name/Division: _____

Year: _____

If you wish to communicate to your one or more of your stakeholders, please note the recipient, tone, and subject of your communication and a summary of your three major points in the space below. There is no need to write complete sentences. Professional writers on your staff will "wordsmith" your ideas to present them in the best possible light.

To:

Tone of message:

Subject of message:

Main Points

1.

2.

3.