**Stakeholder email template**

Dear [Stakeholder],

As you may have already heard, we’re redesigning the website for [Organization]. To ensure that our new content is accurate for [Area of Expertise], I’m asking that you speak with our writer, [Name], from [Vendor].

Please note that we are only looking for content recommendations. We already have an approved design for all pages on the site.

Here are some of the things [Writer] may end up discussing with you:

[Share the details you're looking for, such as locations, contact information, special expertise, frequently asked questions and the unique ways their team serves the community.]

Attached is a timeline for this project that shows when content must be completed in order for the site to go live on time.

**Please plan to speak with [Writer] no later than [Date].** She will be following up shortly to schedule a call with you and share additional details.

Once [Writer] has finished writing, she’ll send the content back to both you and me to either approve or provide additional edits.

I’m the point person on this project, so please feel free to reach out to me with any questions along the way.

Best,

[Your Signature]