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Voice of Stakeholder: Action Planning Guide

Email template



Results summary email template

Subject: Thank You - Voice of Stakeholder Results and Our Action Plan

Dear [Stakeholder name/group],

Thank you for participating in our recent Voice of Stakeholder initiative. Your feedback has been invaluable in helping us understand how to better support the business.

Key Findings:

- [Top strength, e.g., "You rate our legal expertise highly (8.9/10)"]
- [Main opportunity, e.g., "Response time is our biggest improvement opportunity"]
- [Specific insight, e.g., "60% want more proactive legal guidance"]

Actions We're Taking: Based on your feedback, we're implementing:

Immediate improvements:

- [Quick win 1 with timeline]
- [Quick win 2 with timeline]

Longer-term initiatives:

- [Strategic initiative with expected completion]

Next Steps: We'll update you on progress in [timeframe]. If you have questions or additional feedback, please contact [name].

Your input is driving real change in how legal serves the business. Thank you for investing the time.

Best regards,

[GC Name]

Key communication principles

- Be specific: Share real findings and concrete actions
- Be realistic: Only commit to what you'll actually do
- Be grateful: Acknowledge their time investment
- Be accountable: Commit to progress updates

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Value Alignment Toolkit

[Access toolkit](#)



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