

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Department]

Dear [Recipient Name],

Welcome to the [Project/Organization Name] Strategic Portfolio. We are pleased to formally announce your inclusion in our integrated portfolio management framework.

The goal of this integration is to align our diverse projects and assets with our long-term strategic objectives. By joining this portfolio, you will gain access to shared resources, centralized governance, and enhanced cross-functional visibility designed to drive collective growth and efficiency.

As part of the initial onboarding phase, we have scheduled the following steps:

- **Portfolio Orientation:** [Date/Time] via [Platform/Location].
- **Data Integration:** Migration of current project metrics into the [Software Name] dashboard.
- **Stakeholder Meeting:** An introductory session with the Portfolio Steering Committee on [Date].

Your expertise is a vital addition to this strategic alignment. We look forward to the synergy and innovation your team brings to the broader organization.

Please find the attached Integration Roadmap and Governance Charter for your review. If you have any immediate questions, feel free to contact [Name] at [Email/Phone].

Best regards,

[Your Name]

[Your Title]

[Your Organization]