

# External Partner Notification Checklist

## Project Details

Project Name

Date

External Partner

Notification Prepared By

## Checklist Items

- ☐ External partner contact information confirmed
- ☐ Purpose of notification clearly defined
- ☐ Notification message drafted and reviewed
- ☐ All relevant documents/attachments prepared
- ☐ Internal approvals obtained
- ☐ Notification delivery method confirmed
- ☐ Notification sent to external partner
- ☐ Receipt of notification confirmed
- ☐ Notification copy and record filed

## Additional Notes

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