

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to serve as a reviewer for a scholarly manuscript titled "[Title of the Manuscript]" which focuses on [brief description of the manuscript]. Given your expertise in [specific field or topic], I believe your insights would be invaluable in enhancing the quality of this work.

The manuscript aims to [mention the primary goals or aims of the research]. We are looking for a thorough review that addresses key aspects such as [mention any specific areas you want feedback on]. Your critical appraisal would not only assist in refining the content but also contribute to the ongoing scholarly dialogue in this area.

If you are available and willing to take on this review, I would greatly appreciate it. We are aiming for feedback by [deadline for feedback], which I hope aligns with your schedule. Should you have any conflicts or require more time, please do not hesitate to let me know.

Thank you for considering this request. I am looking forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Institution]