

# Request for Evaluation: University Innovation Award

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to formally request your assistance in evaluating my submission for the University Innovation Award. This award seeks to recognize innovative projects that contribute to our academic community and beyond.

The project I have submitted is titled "[Project Title]," which aims to [brief description of the project and its objectives]. I believe this initiative has the potential to make a significant impact, and your expertise in [Evaluator's area of expertise] would provide invaluable insights during the evaluation process.

Enclosed with this letter, you will find my project proposal, which outlines the objectives, methodologies, and anticipated outcomes. I would greatly appreciate it if you could review my submission and provide your feedback by [deadline for feedback]. Your evaluation will be instrumental in further refining the project and ensuring its success.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[University Name]