

Request to Establish a Peer Review Committee

[Your Name]

[Your Position]

[Your Department]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Organization]

Dear [Recipient's Name],

I am writing to formally request the establishment of a Peer Review Committee within [Department/Organization Name]. The purpose of this committee would be to enhance the quality and integrity of our work by ensuring that all projects and initiatives are reviewed by qualified peers.

The benefits of having a Peer Review Committee include improved accountability, increased collaboration among team members, and a structured approach to feedback and improvement. I believe that this committee can play a crucial role in maintaining high standards and fostering a culture of excellence within our organization.

I would like to propose a meeting to discuss this initiative in more detail and explore potential committee members who reflect the diverse expertise we need. I anticipate that this committee will greatly contribute to our ongoing success.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]