

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reviewer Name]

[Reviewer Title]

[Reviewer Institution]

[Reviewer Address]

[City, State, Zip Code]

Dear [Reviewer Name],

I hope this message finds you well. I am reaching out to invite you to serve as a peer reviewer for a grant proposal submitted to [Funding Agency] focusing on [brief description of proposal topic]. Your expertise in [specific field/expertise] would be invaluable in assessing the strengths and weaknesses of this proposal.

The proposal is titled "[Proposal Title]" and aims to [briefly describe the goal of the proposal]. The review process is crucial to ensure the highest quality of research and funding distribution, and your insights would greatly contribute to this effort.

If you agree to participate, we would ask you to complete your review by [review deadline]. We will provide all necessary documents along with detailed instructions regarding the review criteria.

Please let me know at your earliest convenience if you are able to accept this invitation. Thank you for considering this opportunity to contribute to advancing research in our field.

Warm regards,

[Your Name]

[Your Title]

[Your Institution]