

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that you have been appointed to the Library Peer Review Committee for a term commencing on [Start Date] and ending on [End Date]. Your expertise and insights will be invaluable as we strive to enhance our library services and resources.

The committee will convene monthly to review materials, assess library programs, and make recommendations for improvement. Your contributions will play a significant role in shaping our library's future.

Please confirm your acceptance of this appointment by [Confirmation Deadline]. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your willingness to serve our community in this important capacity.

Sincerely,

[Your Name]
[Your Title]
[Library Name]
[Library Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]