

Letter of Demand for Peer Evaluation Guidance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request guidance on the peer evaluation process for our upcoming project report titled "[Project Title]." As we approach the submission deadline, it is crucial for us to ensure that our report meets the required standards and effectively addresses the objectives outlined in our project brief.

Specifically, we would appreciate your clarification on the following points:

- Criteria for evaluation and grading
- Timeline for peer reviews
- Best practices for providing constructive feedback

Obtaining this guidance is essential for enhancing the quality of our project and ensuring a fair evaluation process. We are committed to upholding the integrity and standards of our work, and your assistance in this regard would be invaluable.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Institute]

[Your Contact Information]