

# Reimbursement Offer for Peer Review Efforts

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to express our sincere gratitude for your contributions as a peer reviewer for [Journal/Conference Name]. Your expertise and insights have been invaluable in maintaining the high standards of our publication.

In recognition of your efforts, we are pleased to offer you a reimbursement of [amount] for your service. This amount is intended to cover your expenses related to the peer review process, including but not limited to, manuscript review time, communication, and any related resources.

Please submit your receipts or a summary of your expenses to [Contact Email] by [Deadline Date] to facilitate this reimbursement. We will process your request promptly.

Thank you once again for your commitment to excellence. We look forward to your continued support and collaboration.

Warm regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]