

## **Subject: Proposal for Manuscript Evaluation Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a meeting to evaluate the manuscript titled "*[Manuscript Title]*". As we approach the final stages of the editing process, your insights and expertise would be invaluable in ensuring the quality and relevance of the work.

Suggested dates for the meeting are:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Please let me know your availability for these dates, or suggest an alternative time that works better for you. I believe that a collaborative discussion will greatly enhance the final output.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]