

Targeted Review Solicitation

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Targeted Review

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your expertise in conducting a targeted review of [specific topic or document]. As you are aware, this area has significant implications for [describe relevance to your organization or project].

Given your background in [mention relevant experience or expertise], I believe your insights would be invaluable. The primary objective of this review is to [state objectives clearly], and I would appreciate your input on [specific aspects you want reviewed].

We are aiming to have the review completed by [deadline], and I would be happy to accommodate your availability. If you agree to assist, I will provide all necessary materials and any additional information you may require.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]