

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent invitation I received to review [specific paper or subject]. I am honored by the invitation; however, I have a few questions that I would appreciate your guidance on.

Firstly, could you please provide more details about the timeline for the review process? Additionally, I would like to know if there are specific guidelines or criteria I should follow while conducting the review.

Thank you for your assistance. I look forward to your prompt response so that I can ensure a thorough and timely review.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Email]

[Your Phone Number]