

Announcement of Upcoming Reviewer Panel Meetings

Dear Panel Members,

We are pleased to announce the upcoming Reviewer Panel Meetings scheduled as follows:

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 12:00 PM
- **Location:** Conference Room B, Main Office

These meetings will focus on reviewing our recent projects and planning for the upcoming quarter. Your insights and feedback will be invaluable.

Please confirm your attendance by March 8, 2024.

Thank you for your continued participation!

Best regards,

John Doe
Panel Coordinator