

Follow-Up Letter for Reviewer Panel Engagement

Dear [Reviewer's Name],

I hope this message finds you well. I wanted to follow up regarding our recent communication concerning your participation on the reviewer panel for [Event/Project Name]. We truly value your expertise and insights.

As we move closer to the event date, we would appreciate your confirmation of participation and any preliminary thoughts you may have regarding the topics we will discuss.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]