

# Selection Criteria for Reviewer Panel Members

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to invite you to serve as a member of the reviewer panel for [Project/Program Name]. Your expertise and insights are invaluable to us in the selection process, and we would like to outline the selection criteria we will be using.

## Selection Criteria

- **Expertise:** Relevant experience in [specific field/area of expertise].
- **Commitment:** Availability to participate in review discussions and provide timely feedback.
- **Impartiality:** Ability to evaluate submissions objectively and without conflict of interest.
- **Communication Skills:** Proficiency in articulating feedback and contributing to discussions.
- **Collaboration:** Willingness to work as part of a diverse team of reviewers.

If you agree to participate, please confirm your acceptance by [Insert Deadline Date]. We look forward to your contribution and thank you for considering this important role.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]