

Dear [Reviewer's Name],

I am pleased to confirm your role as a reviewer for [Publication/Conference Name]. We are grateful for your willingness to contribute your expertise to the review process.

Your responsibilities will include:

- Reviewing submitted manuscripts in a timely manner
- Providing constructive feedback and recommendations
- Maintaining confidentiality during the review process

We will provide you with further details regarding the submission schedule and review guidelines shortly. If you have any questions, please do not hesitate to reach out.

Thank you once again for your commitment to [Publication/Conference Name]. We look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]