

# Letter Template for Literature Review Discussion Points

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion Points for Literature Review

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming discussion on the literature review, I have compiled a list of key points that I believe we should address:

- **Overview of Current Literature:** Summarize key findings and themes.
- **Gaps in Research:** Identify areas that require further investigation.
- **Theoretical Frameworks:** Discuss the frameworks used in existing studies.
- **Methodological Approaches:** Evaluate the methods employed across different studies.
- **Implications for Future Research:** Suggest directions for further exploration.
- **Contributions to the Field:** Highlight significant contributions made by recent literature.

I believe these points will guide our discussion effectively and help ensure that we cover all relevant aspects of the literature review.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]