

Compensation Request for Reviewers

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request compensation for the review work that I have completed during [specify the time period or project name].

As a reviewer, I [briefly explain your contributions, e.g., provided feedback on manuscripts, evaluated submissions, etc.]. This role required a significant amount of time and effort, and I believe that compensation would fairly reflect my contributions.

I am requesting a compensation of [insert amount or terms], which is in line with [mention any relevant policies, agreements, or standard rates in your field].

I appreciate your consideration of my request. Please let me know if you need any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]