

Reviewer Schedule Assessment

Date: [Insert Date]

To: [Reviewer's Name]

From: [Your Name]

Subject: Schedule Assessment for Review Process

Dear [Reviewer's Name],

We appreciate your commitment as a reviewer for [Project/Article Title]. This letter serves to outline your schedule for the coming assessment phase.

Reviewer Schedule:

- **Initial Review Submission:** [Date]
- **Feedback Due:** [Date]
- **Final Review Period:** [Date]

Please confirm your availability for the dates mentioned above. Should you have any conflicts or require adjustments, do not hesitate to get in touch with me at your earliest convenience.

Thank you for your valuable contribution to this process.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]