

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Evaluator's Name]  
[Evaluator's Title]  
[Evaluator's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Evaluator's Name],

I hope this message finds you well. I am writing to request your insightful thoughts on [specific project, proposal, or topic]. Your expertise and perspective would be invaluable for [explain purpose, e.g., improving the project, making informed decisions, etc.].

If possible, I would appreciate it if you could share your feedback by [specific date] so that I can incorporate your thoughts.

Thank you very much for considering my request. I look forward to your valuable insights.

Sincerely,  
[Your Name]