

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reviewer Name]

[Reviewer Title]

[Reviewer Organization]

[Reviewer Address]

[City, State, Zip Code]

## **Subject: Confirmation of Participation in Reviewer Panel**

Dear [Reviewer Name],

We are pleased to confirm your participation in the Reviewer Panel for [Event/Project Name] taking place on [Event Date]. Your expertise and insights will be invaluable to us as we seek to [brief description of the goal, e.g., evaluate submissions, provide feedback].

Please find the details of the panel below:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location/Online Link]
- **Duration:** [Duration of Panel]

If you have any questions or need further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your commitment to contributing to [Event/Project Name]. We look forward to working with you!

Best regards,

[Your Name]

[Your Title]

[Your Organization]