

# Notification for Reviewer Panel Meeting

Dear [Reviewer Name],

We are pleased to inform you that a Reviewer Panel Meeting has been scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Online Platform Link]

The agenda for the meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance by [Insert RSVP Date]. Should you have any questions or require further information, feel free to reach out.

Thank you for your participation and contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]