

Follow-Up: Peer Review Outreach Program

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding our recent Peer Review Outreach Program held on [Date]. It was a pleasure to have you participate and contribute to the discussions.

We are currently gathering feedback to assess the program's impact and to identify areas for improvement. Your insights would be invaluable in this process. If you could take a few minutes to complete the attached survey by [Due Date], we would greatly appreciate it.

Additionally, we are looking to schedule follow-up meetings to discuss future collaboration and initiatives. Please let us know your availability in the coming weeks.

Thank you once again for your participation and support. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]