

Request for Proposal Review

Date: [Insert Date]

[Committee Member's Name]

[Committee Member's Title]

[Organization/Institution Name]

[Address]

Dear [Committee Member's Name],

I hope this message finds you well. I am writing to formally request your review of the attached proposal titled "[Insert Proposal Title]." The proposal aims to [brief overview of the proposal's purpose and goals].

Given your expertise in [relevant field or topic], your feedback would be invaluable to ensure the proposal's success. We anticipate submitting the proposal by [insert submission date], and it would be greatly appreciated if you could provide your comments and suggestions by [insert feedback deadline].

Thank you very much for considering this request. I look forward to your insightful input and am available for any discussions or clarifications you may need.

Best regards,

[Your Name]

[Your Title]

[Your Organization/Institution]

[Your Contact Information]