

# Request for Professional Expert Evaluation

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Expert's Name]  
[Expert's Title]  
[Expert's Organization/Company]  
[Expert's Address]  
[City, State, Zip Code]

Dear [Expert's Name],

I hope this message finds you well. I am reaching out to request your expertise in evaluating [briefly describe the subject of evaluation]. We believe that your insights and knowledge in [specific field or expertise] would provide invaluable guidance in this matter.

The main objectives of this evaluation are as follows:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We would be grateful if you could provide your assessment by [insert deadline]. If you agree to assist us, I will send you the pertinent materials for your review.

Thank you for considering this request. I look forward to your positive response.

Best regards,

[Your Name]  
[Your Title/Position]