Month, Day, Year

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to invite you to contribute your expertise in \_\_\_\_\_\_\_\_\_as a reviewer of the \_\_\_\_\_\_\_\_\_\_\_program at Millersville University. Millersville University periodically examines each University program’s resources, activities and student outcomes as part of its continuous improvement efforts.

This invitation is extended for the time period between March 1, 20XX, and May 1, 20XX. The \_\_\_\_\_\_\_\_\_\_\_Office would coordinate with you to arrange a mutually convenient time for a campus visit. The visit would include interviews with key program constituents, including students, and observation of facilities and other program resources. The Office of \_\_\_\_\_\_\_\_ has carefully reviewed its goals and accomplishments and created a draft report that would be sent to you prior to your campus visit.

An expectation would be that within two weeks of your campus visit, a report that includes your insights about program strengths, opportunities, and challenges, and three to five recommendations that promote program health and growth would be sent to \_\_\_MU program contact\_\_\_\_\_. Reviewer reports are generally two to three pages in length, but the format can be customized to fully capture your suggestions.

Millersville University provides a stipend and travel reimbursement. The Office of \_\_\_\_\_\_\_would work with you to clarify exact remuneration before your campus visit. Appropriate forms may be completed on the day of your visit or sent to you before your visit.

If this opportunity to assist the Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Millersville University is appealing to you, please contact \_\_\_\_\_\_\_\_\_\_\_ on or before Weekday, Month, Day, Year at \_\_\_email\_\_\_ or by \_\_\_phone number\_\_\_.

I look forward to hearing from you soon.

Sincerely,

Name

Title

Office

Contact Information