



Dear Dr. XXXX:

My name is XXXX. I am the Chair of the Department of XXXX at the University of North Carolina at Charlotte. I have an assistant professor, Dr. XXXX, who specializes in XXXX, and more specifically in issues related to XXXX. As part of the review process, I am soliciting comments from a select group of scholars in her field who are external to UNC Charlotte and who are regarded as leaders in their field. Your name was provided as an individual who is a scholar and who has great insights in the field. Please let me know if you are willing to serve in this capacity. If you agree, you will be asked to review five samples of Dr. XXXX's scholarly work, her cv, and her research narrative, and then to write a letter of review that speaks strictly to the quality and impact of her research. I would need the letter by XXXX, 20XX. Based on your preference, I can email all documents to you electronically, or I can mail you hard copies. Please provide a mailing address, if you prefer hard copies. I will email/mail the documents to you as soon as possible. Thank you so much, and I look forward to hearing from you.

Sincerely,
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