

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