# SAMPLE EMAIL for Peer Review of Concept Note

Please email to:

1. Thematic experts
2. PMOs
3. PAG Members

Please see mailing groups

Draft Email

Dear Peer Reviewers,

Please find attached a concept on <insert brief description>

Thank you for your comments and support with improving this Concept Note.

Comments and inputs from you will be used to enhance the Concept Note and to develop a Project Document.

You may provide your comments and inputs as:

1. Inserted comments into the Concept Note
2. Embedded inputs in track changes in the Concept Note
3. Written in the body of an email
4. A write up as a word document file

In sending your comments, please kindly reply to all copied in this email.

The timeline for receiving your comments is within three (3) days of receiving this email, that is, please kindly send your comments and inputs by <insert date>

Thank you and Best regards

<insert Project Manager’s name>