Dear ,

Attached please find a protocol entitled submitted to USAID for review. We are seeking your help in evaluating the methodological and technical merits of the proposal. Due to the need to keep projects on a tight timeline, we ask that you return your comments no later than (2 weeks from date email goes out). If you are unable to complete your review within this timeframe, please let us know as soon as possible so we can seek the opinion of another reviewer. Please use the attached form to summarize your comments. Feel free to use additional pages as necessary.

We are very grateful for your assistance.

Yours Sincerely,