

Approved Sample
Evaluator Follow-Up Email

Dear [_____]:

I am writing to follow up on an email message I sent to you on [date]. In that message, appended below, I asked if you would be willing to evaluate the scholarly accomplishments of [_____]. I do not believe I have heard from you and wish to know if you have been able to consider this request. I would appreciate your response as soon as possible.

Thanks,

[_____]

<previous message appended here>