Dear Dr. X,

You were recommended to me by [one of our faculty members] as a possible external program reviewer for the Department of X here at Western Oregon University in Monmouth, Oregon. Would you be interested in this opportunity?

The visit entail coming to our campus for two full days. We will provide you with a stipend of $1,000 as well as covering all travel expenses. Ideally, the visit will take place early in the XX term, and we do have flexibility to work with your schedule. We will fly you to Portland, Oregon, the day before the review. We will provide you with a rental car to drive to Monmouth from the airport (about a 1 hour 20 minute drive), 3 nights of overnight accommodations nearby, and all meals. We will schedule a variety of meetings with faculty, students, administrators and staff, and provide you with a copy of the recently completed departmental self-study as well as any other documents and data you require. We request that a formal written report to be submitted to the Dean’s Office within two weeks of your visit. The department will confer with you regarding any specific issues they would like you to address.

Please let me know if you are interested. If so, we can begin to make arrangements and provide you with any further information you require. Thanks for your consideration of this opportunity.