# Example of an email for a lay summary review

*Dear Sir / Madam,*

*I would be most grateful for your help in reviewing the summary of my planned research project.*

*I have attached the plain language summary (it has a 350 word limit), and a feedback form for you to complete.*

*I am (name) As well as my clinical work I teach …….This project is about ……*

*Please reply to myself anonymised and …... PenARC will contribute £10 to you for the time taken to review this.*

*If you would like to know more, are interested in reviewing the full application or potentially being involved later on, please let me know on the form. Please could you reply by 15th December.*

*Thank you,*

*Kind Regards,*