

Recipient's Name
College and Department of recipient
California State University, Long Beach

To Whom it may Concern,

I am writing this letter with immense pleasure and enthusiasm to express my support for **[insert name of peer reviewer]**. Academic Technology Services (ATS) had the privilege of working with **[insert name of peer reviewer]** in our flagship faculty professional development program, Faculty Online Readiness Program (FORP) from _____ to _____.

[insert name of peer reviewer] served as a FORP Peer Reviewer, where *she/he/they* worked closely with faculty colleagues enrolled in FORP and were also paired to work with Instructional Designers. FORP Peer Reviewers provide a collaborative learning opportunity where they meet with their assigned FORP faculty and provide thoughtful and constructive feedback that helps support their peers in enhancing their online/hybrid course in Canvas, and fostering a culture of mutual learning and growth.

ATS found **[insert name of peer reviewer]** to be exceptionally dedicated to the responsibilities of being a Peer Reviewer. *She/He/They* was genuinely committed to the growth and the development of FORP and brought a unique blend of guidance and mentorship to support faculty as they designed and developed their course. *She/He/They* possess a deep understanding of the subject matter on quality assurance and were willing to invest time in working with colleagues. **[insert name of peer reviewer]**, provided timely feedback that was well-written, clear and organized feedback that was communicated respectfully.

Furthermore, **[insert name of peer reviewer]** has shown remarkable professionalism contributions, by meeting tight deadlines and maintaining the confidentiality of the course being reviewed and privacy of their peers.

ATS hopes to continue to work with **[insert name of peer reviewer]** in the ongoing following semesters in the same capacity. Visit our [FORP Peer Review program website](#), to learn more about our program.

Sincerely,

Shariq Ahmed