**Acknowledging receipt of submission**

Dear Sender,

We would like to inform you that we have received your letter, which has been submitted for review by Equitable Letters in Space Physics. The corresponding author of the letter is listed as [sender@email.com](mailto:sender@email.com). All letter communications are sent to the corresponding author.

We appreciate your contribution and recognition of the importance of drafting equitable letters in our field. We will make every effort to efficiently and thoroughly evaluate your letter and provide actionable feedback.

Sincerely,

Equitable Letters in Space Physics

**Requesting Review**

Dear Reviewer,

In recognition of your writing acumen and dedication to building a more equitable community, we are writing to ask you to review this letter, which has been submitted to the Equitable Letters in Space Physics.

Please note that we request review comments within 14 days of your acceptance.

Please reply to this email and select 1 of these 3 options:

* [ ] I accept
* [ ] I decline
* [ ] I decline because of conflict (please state to help improve future assignments)

Please let us know your decision as soon as possible. This will help us provide the author with a timely and efficient review.

Many thanks and best regards,

Equitable Letters in Space Physics

**Acknowledging receipt of review**

Dear Reviewer,

Thank you for your review of this recommendation/nomination letter, which we have successfully received. If you have any changes to make to your review, please email those changes to [elsp@gmail.com](mailto:elsp@gmail.com).

We sincerely appreciate the time and effort you put into this review. Without your careful and thoughtful review of letters such as this, we would not be able to bring forth actionable change on issues of diversity, equity, and inclusion in our community.

Potential statement about demographic information of the reviewer.

Potential state about receiving feedback about the process.

Kindest Regards,

Equitable Letters in Space Physics

**Returning review to submitter**

Dear Sender,

Thank you for submitting your letter to Equitable Letters in Space Physics. We have received x reviews of you letter, which are included and/or attached. The thoughtful and actionable feedback offered in the reviewer assessment of your letter should be taken into account and will aid you in submitting a more equitable nomination/recommendation letter.

The criteria used to review your letter can be found here (link to our reviewer criteria).

We hope that you find the reviewer comments helpful towards improving the overall quality and reduces the implicit bias associated with the nomination/recommendation letter. If have any additional questions, or need more clarity regarding any of the reviewer comments, please contact us at [elsp@gmail.com](mailto:elsp@gmail.com).

We appreciate your efforts in making our community a more equitable one,

Equitable Letters in Space Physics

**Returning letter to sender for FERPA related reasons**

Dear Sender,

Thank you for your recent submission to Equitable Letters in Space Physics. However, we were unable to forward your letter onto the Editor and start the review process until the following personally identifiable information (PII) and or FERPA-protected education record(s) is/are removed (blacked out) from the letter:

Xxxxx

Xxxxx

Please review the attached letter and make the necessary modifications.

If you have any further questions regarding this matter, please contact us by replying to the e-mail.

Sincerely,

Equitable Letters in Space Physics

**Words for Website and links about FERPA**

 “We ask that all submitters to ELSP stay in accordance with FERPA laws and blackout/remove any non-directory personally identifiable information (PII) or non-directory education records that fall under FERPA Protections prior to submitting letters to ELSP. If ELSP is in receipt of a letter potentially containing PII and or non-directory education records that may fall under FERPA Protections, the letter will be returned to the submitter to remove the information in question.”

Links to point submitters to:

U.S. Department of Education: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

University of Wyoming: <https://www.uwyo.edu/registrar/ferpa/ferpa_parents.html>

Fordham University: <https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf>

Forbes:  <https://www.forbes.com/sites/willarddix/2018/05/16/you-need-to-understand-your-educational-privacy-rights/?sh=5891e7e46b93>

Penn State University Registrar: <https://www.registrar.psu.edu/confidentiality/ferpa-frequently-asked-questions.cfm#2>

NACE: <https://www.naceweb.org/public-policy-and-legal/legal-issues/ferpa-primer-the-basics-and-beyond/>