

TEMPLATE FOR EMAIL OR NOTE TO YOUR BETA READERS:

Dear Beta Reader,

[A paragraph thanking them for their willingness and commitment and acknowledging the scope of what they've taken on]

I have attached a set of general guidelines for beta readers. If you've never done this before, please read them before embarking on reading the book—it will help you understand what will be helpful to me.

[if you choose, or if this is relevant:] There are a few things in particular where I have questions about this piece of writing. If you could hold these in your mind as you read, they are questions that I would be especially interested in the answers:

1. Specific issue number one
2. Specific issue number one
3. Specific issue number one

Etc.

I have attached a set of general guidelines for beta readers. If you've never done this before, please read them before embarking on reading the book—it will help you understand what will be helpful to me.

As I said in the beta guidelines, I would welcome feedback from you in any of these forms:

- mark up pages in the manuscript;
- use an online revision tool;
- write a note with your comments and page numbers; or
- schedule a call or zoom session with me.

Please respond to the manuscript by XX DATE.

If you have any questions in the meantime, I can be reached through the forms of contact listed below my signature.

Once again, thank you so much. I am so grateful.

Author's name

Email,

Phone (text) number