

Expression of Interest in Faculty Committee Service

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/Faculty Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I am writing to express my interest in serving on the [Specific Committee Name] at [University Name]. I believe my experience in [relevant experience or expertise] and my commitment to [relevant values or goals] align well with the aims of the committee.

As a [your position, e.g., Assistant Professor], I have been actively involved in [briefly outline relevant involvement or contributions]. I am passionate about [specific interests related to the committee work], and I am eager to contribute my skills and perspectives to support the committee's initiatives.

I appreciate the opportunity to be considered for this service, and I look forward to the possibility of contributing to [Committee's objectives]. Thank you for considering my application. I am happy to provide any further information needed.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Your Email Address]

[Your Phone Number]