

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Email Address]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your nomination for the faculty committee election for the [specific committee name] at [institution name]. Given your extensive experience and dedication to our academic community, I believe your insights would greatly benefit the committee's objectives.

The election is scheduled to take place on [election date], and your participation would ensure that our collective voice is well represented. If you are willing to accept this nomination, please reply to this email by [response deadline].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]