

## **Subject: Request for Academic Title Promotion**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for promotion to the position of [desired title] within the [Department/Faculty Name] at [Institution Name]. Having served in my current role as [current title] for [duration], I believe I have demonstrated my commitment to academic excellence and institutional goals.

Over the past several years, I have contributed to [briefly outline your contributions, such as teaching, research, community service], which I believe align with the requirements for promotion. Additionally, I have initiated [mention any significant projects or initiatives], reflecting my commitment to advancing our department's mission.

I have attached my updated CV along with supporting documents highlighting my achievements and contributions for your review. I would appreciate the opportunity to discuss this request further and am open to any feedback or guidance you may have.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Title]

[Department/Faculty Name]

[Institution Name]

[Your Contact Information]