

Request for Faculty Promotion

[Your Name]

[Your Position]

[Department]

[University Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department]

[University Name]

Dear [Recipient's Name],

I am writing to formally request consideration for promotion to [desired position] within the [Department] at [University Name]. Having served as a [current position] for [number of years], I believe that my contributions and achievements in teaching, research, and service justify this request.

Over the past [time period], I have successfully [briefly outline significant achievements and contributions]. My commitment to [specific aspects of your role] has been demonstrated through [specific examples]. Furthermore, I have engaged in [mention any additional responsibilities or initiatives].

I am committed to the mission of [University Name] and aspire to contribute even more significantly in an elevated role. I believe that this promotion will not only benefit my career but also enhance the department's commitment to excellence in [specific area relevant to promotion].

Thank you for considering my request. I am looking forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]