

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Division]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Elevation in Academic Rank

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for elevation in my academic rank to [desired rank, e.g., Associate Professor, Full Professor]. I have been a faculty member in the [Department Name] since [start date] and have devoted my efforts to contribute to both our academic community and my discipline.

Over the past [number of years], I have successfully [briefly mention achievements, e.g., publications, grants, teaching accomplishments]. My contributions have not only enriched my students' learning experiences but have also advanced the goals of our department and the university.

I believe that my qualifications and achievements meet the eligibility criteria for elevation to [desired rank]. I have attached my updated CV and a portfolio highlighting my work for your review.

Thank you for considering my request. I am happy to meet at your convenience to discuss this matter further.

Sincerely,

[Your Name]

[Your Current Title/Position]

[Department Name]

[University/Institution Name]