

Dr. [Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Email]

[Date]

Dr. [Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Institution]

Dear Dr. [Recipient's Last Name],

I hope this message finds you well. I am writing to inquire about the possibility of a promotion to [desired position] within the [Department/School/College] at [Institution]. Having served in my current role as [current position] since [year], I have [briefly outline your contributions, achievements, and relevant experiences].

Given my commitment to [mention relevant areas such as teaching, research, service], I believe I have demonstrated the qualifications and dedication necessary for this advancement. I would appreciate the opportunity to discuss my candidacy further at your convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]