

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the faculty promotion process within our department. As a [Your Position] in the [Department Name], I am keen to understand the criteria and timeline associated with the upcoming promotion cycle.

Specifically, I would like to know:

- The eligibility requirements for consideration.
- The application timeline and key deadlines.
- Any documentation or materials that need to be submitted.
- Whom I should follow up with for further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]