

[Your Name]

[Your Position]

[Department]

[University Name]

[Date]

[Recipient Name]

[Recipient Position]

[Department]

[University Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of my application for promotion to [desired position] within the [department name]. Over the past [number of years] years, I have dedicated myself to my role as [current position], contributing to our department through [mention specific contributions such as teaching, research, service].

Throughout my tenure, I have [briefly summarize key achievements, publications, service roles, etc.]. These experiences have not only enhanced my professional skills but also positively impacted our students and the department.

I believe that my accomplishments demonstrate my readiness for this promotion, and I would appreciate the opportunity for my application to be reviewed at your earliest convenience. I am happy to provide any additional information or materials as needed for the review process.

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

Sincerely,

[Your Name]

[Your Contact Information]