

Letter of Submission for Tenure and Promotion

Date: [Insert Date]

[Your Name]

[Your Position]

[Department Name]

[University/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Committee Chair's Name],

I am writing to formally submit my application for tenure and promotion to the rank of [Desired Rank] in the [Department Name] at [University/Institution Name]. After having served as a [Current Position] for [Number of Years] years, I believe I have demonstrated the requisite qualifications, commitment to the institution, and contributions to the academic community that merit this consideration.

Throughout my tenure, I have been dedicated to teaching, research, and service. My accomplishments include [Briefly list key accomplishments and contributions]. I have attached my curriculum vitae, which outlines my professional achievements and contributions in detail.

Thank you for considering my application for tenure and promotion. I look forward to your review and am willing to provide any further information required to facilitate this process.

Sincerely,

[Your Name]

[Your Contact Information]