

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my willingness to serve on the [specific name of the committee] at [Institution Name]. I believe that my experience and expertise in [your field/area] will allow me to contribute effectively to the committee's goals and initiatives.

Having been part of [briefly mention any relevant experience or previous committee work], I am enthusiastic about the opportunity to collaborate with fellow faculty members to enhance [mention any specific objectives related to the committee's work].

I am committed to dedicating the necessary time and effort to fulfill the responsibilities required by this role. Please let me know if there are any formal procedures or additional information you need from me.

Thank you for considering my application. I look forward to the possibility of serving on this committee.

Sincerely,

[Your Name]