

Request for Appointment to Academic Committee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an appointment to serve on the Academic Committee at [Institution/Organization Name]. With my background in [Your Field/Expertise] and my dedication to advancing academic standards, I believe I would be a valuable addition to the committee.

I am particularly interested in contributing to the following areas: [Specify areas of interest/application]. I am committed to fostering an environment that promotes academic excellence and innovation within our institution.

Thank you for considering my application. I would appreciate the opportunity to discuss this further.

Sincerely,

[Your Name]