

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my interest in serving on the committee for the upcoming departmental review. Given my background in [Your Area of Expertise] and my commitment to [Department/Institution's Mission or Values], I believe that I would be a valuable addition to the committee.

Throughout my time in the department, I have [Briefly Mention Relevant Experience or Contributions]. I am enthusiastic about the opportunity to contribute to the review process, ensuring that we uphold our standards of excellence and continuous improvement.

Thank you for considering my request. I am eager to discuss my potential involvement further and am available at your convenience for a meeting.

Sincerely,

[Your Name]