

# Acceptance of Nomination

Date: [Insert Date]

To: [Nomination Committee/Relevant Authority]

From: [Your Name]

Department of [Your Department]

[Your Institution]

Dear [Nomination Committee/Relevant Authority],

I am writing to formally accept the nomination for the position of Department Chair for the [Your Department] at [Your Institution]. I am honored by your confidence in me and I appreciate the opportunity to lead our department into its next phase of development and excellence.

As Department Chair, I am committed to fostering an environment of collaboration, innovation, and academic rigor. I believe that together we can enhance our programs and support our faculty and students to achieve their utmost potential.

Thank you once again for this nomination. I look forward to contributing to our department and institution in this new capacity.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]