

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my candidacy for the position of Department Chair in the [Department Name]. I am excited about the opportunity to contribute to [Institution Name] and lead our department towards achieving its goals.

I appreciate the trust placed in me and assure you of my commitment to fostering a collaborative and inclusive environment while supporting both faculty and student success.

Thank you for your consideration.

Sincerely,

[Your Name]