

Affirmation of Department Chair Selection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally affirm my support for the selection of [Candidate's Name] as the Department Chair of [Department Name]. I believe that [he/she/they] possesses the necessary skills, vision, and dedication needed to lead our department effectively.

[Candidate's Name] has demonstrated exemplary leadership qualities and a commitment to fostering an inclusive and collaborative environment. [His/Her/Their] previous contributions to our department and the institution as a whole make [him/her/them] a prime candidate for this position.

Moreover, I am confident that [his/her/their] strategic approach to enhancing academic programs and supporting faculty development will lead our department to new heights of excellence.

Thank you for considering my affirmation. I remain available for any further discussions regarding this selection.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]