

Letter of Commitment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally express my commitment to serving as the Chair of the [Department Name] for the upcoming [insert term, e.g., academic year]. I am honored by the opportunity to lead our department and contribute to its growth and success.

As Chair, I am dedicated to fostering an inclusive environment, promoting academic excellence, and supporting the professional development of our faculty and students. I am eager to collaborate with my colleagues, share innovative ideas, and ensure that our department continues to thrive in our mission.

I am fully prepared to assume the responsibilities that come with this role and am committed to working diligently to achieve our departmental goals. Thank you for your trust and support.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Your Email]

[Your Phone Number]