Date

Dr. Sarah F. Covert

Associate Vice President for Faculty Affairs

225 New College

Campus Mail

Dear Dr. Covert:

With this letter I am transmitting the dossier of Dr. *(insert candidate’s name)* , a candidate for promotion to *(insert rank)* [with tenure] *(include “with tenure” if appropriate)*. Dr. *(insert candidate’s name)* ’s materials should be reviewed by the *(insert* ***area*** *name for university review committee)*  Committee.

Sincerely,

*PTU Head Name*

*Title*