

Date

Elizabeth Weeks
Associate Provost for Faculty Affairs
225 New College
Campus Mail

Dear Associate Provost Weeks:

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