

Date

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

Dear Dr. 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*