

Sample Email to Letter Writers

This sample email can be adapted and sent to colleagues, mentors, or former students who have agreed to write a letter on your behalf for your third-year review, tenure, or promotion dossier. Personalize the language and materials as needed based on your relationship with the letter writer and the review context.

Subject: Letter of Support for [Your Full Name] – [Review Type]

Dear [Letter Writer's Name],

Thank you so much for agreeing to write a letter of support for my upcoming [third-year review / tenure and promotion review / promotion to full professor]. I deeply appreciate your time and support.

To make the process easier, I've included the following materials for your reference:

- A current copy of my CV
- A draft of my [research / teaching / service] narrative [whichever applies]
- A summary of accomplishments or milestones relevant to our collaboration

If helpful, here are a few points you may wish to address in your letter:

- How long and in what capacity you have known me
- Your perspective on the quality and impact of my work
- My contributions to the institution, students, or our field
- Any growth, leadership, or collaboration you have observed

Please feel free to include any additional context that you believe would strengthen the review committee's understanding of my work and potential. If you need anything else or have questions, don't hesitate to reach out.

With gratitude,