

**External Reference letter request template**

Dear **[Recipient's Name]**,

I hope this email finds you well. I am writing to request your assistance in providing a letter of recommendation for **[Faculty Member's Name]** in support of their promotion to the esteemed position of Distinguished Professor within our institution.

**[Faculty Member's Name]** has made significant contributions to our academic community, and their dedication to **[teaching, research, or service]** has been exemplary throughout their career. This promotion represents an important recognition of their exceptional achievements and contributions to our institution and the broader academic community.

Your perspective and insights as **[Your Position/Title]** carry significant weight, and your endorsement will undoubtedly enhance **[Faculty Member's Name]'s** application. We kindly request that your letter address the following key points:

1. Your assessment of **[Faculty Member's Name]'s [teaching, research, or service]** excellence, including specific examples
2. Your evaluation of **[Faculty Member's Name]'s** scholarly achievements, highlighting their influential and transformative research, publications, and any notable contributions to their field.
3. **[Faculty Member's Name]'s** demonstrated commitment to service and leadership within our institution and the wider academic community.
4. Any other insights or experiences that you believe showcase **[Faculty Member's Name]'s** transformative contributions to their field and suitability for the position of Distinguished Professor.

The deadline for submitting letters of recommendation is **[Insert Deadline Date]**, so we kindly request that your letter be completed and sent to **[Submission Instructions]** by **[Insert Submission Deadline]**. If you anticipate any challenges in meeting this deadline or require additional information, please do not hesitate to contact me at **[Your Email Address]** or **[Your Phone Number]**.

In addition to your letter of recommendation please send us an updated CV as well as the attached release form.

Your support in this matter is greatly appreciated, and I want to express my sincere gratitude for your time and commitment to **[Faculty Member's Name]'s** professional advancement. We believe that **[Faculty Member's Name]'s** promotion to Distinguished Professor is well-deserved, and your recommendation will play a pivotal role in the evaluation process.

Thank you once again for your assistance, and we look forward to receiving your letter of recommendation.

Sincerely,

**[Your Name] [Your Position/Title] [Your Contact Information]**

**Internal Reference letter request template**

Dear **[Internal Colleague's Name]**,

I hope this email finds you well. I am writing to request your assistance in providing a letter of recommendation for **[Faculty Member's Name]** in support of their application for promotion to the esteemed position of Distinguished Professor within our institution.

As you are well aware, **[Faculty Member's Name]** has made significant contributions to our academic community, and their dedication to **[teaching, research, or service]** has been exemplary throughout their career. This promotion represents an important recognition of their exceptional achievements and contributions to our institution and the broader academic community.

Your perspective and insights as a valued colleague within our institution carry significant weight, and your endorsement will undoubtedly enhance **[Faculty Member's Name]'s** application. We kindly request that your letter address the following key points:

1. Your assessment of **[Faculty Member's Name]'s [teaching, research, or service]** excellence, including specific examples
2. Your evaluation of **[Faculty Member's Name]'s** scholarly achievements, highlighting their influential and transformative research, publications, and any notable contributions to their field.
3. **[Faculty Member's Name]'s** demonstrated commitment to service and leadership within our institution and the wider academic community.
4. Any other insights or experiences that you believe showcase **[Faculty Member's Name]'s** qualifications and suitability for the position of Distinguished Professor.

The deadline for submitting letters of recommendation is **[Insert Deadline Date]**, so we kindly request that your letter be completed and sent to **[Submission Instructions]** by **[Insert Submission Deadline]**. If you anticipate any challenges in meeting this deadline or require additional information, please do not hesitate to contact me at **[Your Email Address]** or **[Your Phone Number]**.

In addition to your letter of recommendation please send us the attached release form.

Your support in this matter is greatly appreciated, and I want to express my sincere gratitude for your time and commitment to **[Faculty Member's Name]'s** professional advancement. We believe that **[Faculty Member's Name]'s** promotion to Distinguished Professor is well-deserved, and your recommendation will play a pivotal role in the evaluation process.

Thank you once again for your assistance, and we look forward to receiving your letter of recommendation.

Sincerely,

**[Your Name] [Your Position/Title] [Your Contact Information]**