



Dear XXXX:

My name is XXXX. I am the Chair of the Department of XXXX at the University of North Carolina at Charlotte. I have an assistant professor, Dr. XXXX, who is seeking promotion to associate professor. As part of the review process, I am soliciting comments from a select group of individuals who have worked with Dr. XXXX in recent years. Your name was provided as an individual who is familiar with Dr. XXXX's service to the community and/or profession. Would you be willing to craft a letter describing the nature and timeline of your experience with Dr. XXXX's service? If you are willing, I would need the letter from you by XXXX, 20XX. I have attached to this email message a copy of Dr. XXXX's service narrative to provide some additional information related to her service work. Thank you so much, and I look forward to hearing from you.

Sincerely,
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