**Date**:

**To**: [Dean name, School]

 [Department Chair name, Department]

**RE**: Letter of Intent to apply for Clinical Promotion

**From**: [Faculty Name]

**Current Rank**:

I am writing to inform you of my intent to apply for [Promotion to Clinical Associate/Full Professor] in Department [name of department], [name of school] in the 20[24]-20[25] Academic Year.

I will prepare my dossier to submit by the deadline specified in the **2024-2025 Timetable of Procedures for Clinical Promotion.**

Candidate: [name, campus, email address, and home mailing address]