

## Sample Letter of Release for Unsolicited Letters of Evaluation

Date \_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for your letter of (date) concerning Professor \_\_\_\_\_ request for (promotion, continuing appointment).

However, you should know that your letter is not considered “confidential”, and is therefore available to the candidate, (his or her) colleagues and appropriate administrative officers as this request is considered.

If, for any reason, you do not wish to have this letter used under these circumstances, please let us know by return mail and we will return the letter to you. If you wish the letter to be included in the file, please sign this letter on the bottom and return it as soon as possible. The letter cannot be used until you have indicated your desire to have it used under these “non-confidential” circumstances.

Again, thank you for the letter and we look forward to hearing from you.

Sincerely,

(name and title)

I approve the use of my letter of \_\_\_\_\_ concerning Professor \_\_\_\_\_  
(Date) (name)  
under these “non-confidential” circumstances.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signed)