

## Sample Service Letter

Dear

As part of the “Name” Department’s upcoming review of Professor “Name’s” promotion to Associate Professor and continuing appointment, it would be helpful to have an assessment of his/her service to (name of committee, etc.). It would seem that you would be a good person to provide such assessment. I would appreciate it if you could send me your reply by “date”.

Normally your letter would be treated as confidential, but would you please indicate your preference by including one of the following statements in your reply:

The candidate may read this letter

The candidate may read this letter if all identification as to its source is deleted.

The candidate may not read this letter.

Thank you for your help.

Sincerely,