## SAMPLE INITIAL INQUIRY TO EXTERNAL LETTER WRITERS

Initial inquiries may be sent by email. Any initial inquiries conducted by telephone must be documented; that documentation forms part of the final dossier.

<<Date>>

«MrMrs» «FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State»

«PostalCode»

«Country»

Dear Professor «LastName»,

I write to ask if you would be willing to assist the Department of [DEPARTMENT NAME] at Harvard University in [a search to appoint a tenured professor in [FIELD]/an internal tenure promotion review for Professor [NAME]].

External evaluations from authorities in the field are invaluable, and we would greatly appreciate your views. [INSERT, IF THIS IS A REVIEW FOR PROMOTION: “PROFESSOR [NAME]’S CURRICULUM VITAE IS ATTACHED.” OR “PROFESSOR [NAME]’S CURRICULUM VITAE IS AVAILABLE HERE: {INSERT LINK}.”] If you are willing to assist in this [search/review], we will send you a letter with further information. In either case, please let us know by email whether you are willing to participate; it would be most helpful to hear from you by [DATE].

Thank you very much for considering this request.

Sincerely,

Chair, Department of [DEPARTMENT NAME]