***Sample Thank You Letter upon Receipt of Letter of Evaluation***

DATE

NAME

Department of X

University of Y

Address

Dear NAME:

On behalf of the Department of X, I am writing to express our sincere appreciation for your review of NAME’s qualifications for promotion.

I recognize that reading an extensive file like this, and preparing a thorough and thoughtful evaluation, takes time and adds to the burden of many tasks that you face each day. I can assure you that your input is extremely valuable and will play an important role in our decision-making processes both within the Department and at the College and University levels.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_, Title

Address

Telephone

e-mail address