

[Full Name], Professor Emeritus  
[Department/Division Name]  
[University/Institution]  
[Email Address]  
[Phone Number]

[Date]

[Search Committee Chair or Dean Name]  
[Title/Department]  
[Institution Address]

**RE: Internal Application for Project Lead - [Project Title/Reference Number]**

Dear [Name/Committee],

I am writing to formally express my interest in serving as the Internal Project Lead for [Project Name]. Having transitioned to Emeritus status after [Number] years of service to [Institution Name], I remain deeply committed to the strategic goals of our community and possess the institutional memory required to guide this initiative to success.

During my tenure as [Former Role], I specialized in [Area of Expertise]. This project aligns with my previous work in [Specific Research/Administrative Area], and I am particularly drawn to the opportunity to [Specific Project Goal]. My experience in managing [Previous Grant/Departmental Initiative] has provided me with the necessary oversight skills to navigate our internal administrative structures and mentor the junior faculty involved in this team.

My proposed approach for leading this project includes:

- [Project Milestone or Strategic Goal]
- [Stakeholder Engagement or Resource Management Plan]
- [Expected Outcome or Legacy Contribution]

While my status is Emeritus, my capacity for high-level project management remains steadfast. I am eager to contribute my expertise in a leadership capacity that ensures continuity and excellence for [Department/Institution].

Thank you for your time and for considering my continued service to the university. I look forward to discussing how my experience can benefit this project.

Sincerely,

[Signature]

[Typed Name]  
Professor Emeritus, [Department]