

[Your Name]
[Current Title]
[Institution Name]
[Date]

[Recipient Name]
[Title/Search Committee Chair]
[Institution Name]

Dear [Recipient Name/Search Committee],

It is with a deep commitment to [Institution Name] and its academic mission that I submit my application for the position of Interim Provost. Having served as [Current/Past Title] for [Number] years, I am prepared to provide the steady leadership and continuity required during this period of administrative transition.

My primary objective in this interim role is to ensure that the institution's momentum is maintained. Specifically, I am prepared to oversee [Key Initiative 1] and [Key Initiative 2], ensuring that these critical projects remain on schedule for the incoming permanent Provost. My familiarity with [Specific Institutional Policy or Culture] allows me to step into this role with minimal orientation, focusing immediately on faculty relations and student success.

In my recent capacity as [Current Title], I successfully led [Brief Example of Leadership Success, e.g., an accreditation review or budget realignment]. This experience has equipped me with the fiscal oversight skills and collaborative approach necessary to support the Deans and Department Chairs during this interim period.

I view the role of Interim Provost as one of stewardship. I am dedicated to fostering a transparent environment and maintaining open lines of communication between the administration and the faculty senate. I am confident that my institutional knowledge will provide the stability needed to support the President and the Board of Trustees through this transition.

Thank you for your time and for considering my commitment to the continued excellence of [Institution Name]. I look forward to discussing how I can best serve the university in this capacity.

Sincerely,

[Signature]
[Typed Name]