

[Your Full Name, Degree(s)]
[Current Academic Rank]
[Department Name]
[Current Institution]
[Email Address]
[Phone Number]

[Date]

[Chair of the Search Committee/Dean Name]
[Search Committee for the [Name of Endowed Chair]]
[Medical School Name]
[Building/Room Number]
[City, State, Zip Code]

Dear [Dr./Dean] [Recipient Last Name],

I am writing to formally express my interest in the **[Name of Endowed Chair]** at the **[Name of Medical School]**. As a [Current Rank] with a career-long dedication to [Specific Field of Medicine/Research], I have closely followed the contributions of your institution to [Specific Area of Excellence]. I am confident that my background in clinical leadership, transformative research, and academic mentorship aligns with the prestigious legacy of this Chair.

Throughout my tenure at [Current/Previous Institution], I have established a robust research program focused on [Primary Research Interest]. My work, which has been supported by [Mention Major Funding Sources like NIH, HHMI, etc.], has led to [Key Discovery or Innovation]. As the holder of this Chair, I intend to leverage these foundations to [Specific Vision for the Chair's Research Agenda], fostering interdisciplinary collaborations across the medical campus.

In addition to my research portfolio, I am deeply committed to the clinical and educational missions of academic medicine. I have successfully led [Clinical Programs/Departments] and mentored numerous [Residents/Fellows/Junior Faculty] who have gone on to achieve [Specific Successes]. I view the [Name of Endowed Chair] as a platform not only for personal scholarly advancement but as a catalyst for elevating the global profile of the [Specific Department/Institute].

The resources and prestige associated with this endowed position will allow for [Specific Project or Goal]. I am particularly drawn to the **[Name of Medical School]** because of its [Specific Asset, e.g., Patient Population, Imaging Center, or Collaborative Culture]. I look forward to the possibility of discussing how my vision for the Chair aligns with the strategic priorities of your school.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]