

[Your Full Name]  
[Current Academic Rank/Title]  
[Department Name]  
[Current Institution]  
[Email Address]  
[Phone Number]

[Date]

[Chair Name/Search Committee Head]  
[Endowed Chair Selection Committee]  
[University Name]  
[Building/Office Address]

Dear Members of the Selection Committee,

I am writing to formally express my interest in the [Name of Endowed Chair] at [University Name]. As a [Current Rank] with a career dedicated to [Primary Research Area], I am honored to submit my application for this distinguished position which aligns perfectly with my research trajectory and commitment to academic excellence.

**Research Excellence and Vision:**

[Describe your major research contributions, publications, and impact on the field. Detail how the resources of this endowed chair will catalyze your future projects and the specific innovation you intend to lead at this university.]

**Leadership and Mentorship:**

[Discuss your experience leading research teams, securing external funding/grants, and your philosophy on mentoring graduate students and junior faculty. Highlight how you will foster a collaborative environment within the department.]

**Institutional Alignment:**

[Explain why this specific chair and university are the ideal fit for your work. Mention potential collaborations with existing centers, departments, or initiatives within the institution.]

I am eager to bring my expertise in [Key Expertise] to [University Name] and to contribute to the prestige and intellectual life associated with the [Name of Endowed Chair]. Thank you for your time and consideration of my candidacy.

Sincerely,

[Your Signature]  
[Your Printed Name]