

**[Your Full Name]**  
[Current Academic Title]  
[Current Institution]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number] | [Email Address]

[Date]

[Name of Search Committee Chair]  
Provost Search Committee  
[University Name]  
[Department/Office]  
[City, State, Zip Code]

Dear Members of the Search Committee,

[Introductory paragraph: Express interest in the Provost position at [University Name]. Briefly summarize your current leadership role and how your vision aligns with the university's specific mission and strategic goals.]

[Academic Leadership & Vision: Discuss your experience in curriculum development, faculty recruitment, and fostering academic excellence. Mention specific initiatives you have led regarding accreditation or institutional rankings.]

[Financial Stewardship & Operations: Detail your experience managing complex budgets, diversifying revenue streams, and aligning financial resources with academic priorities.]

[Diversity, Equity, & Inclusion: Describe your commitment to creating an inclusive campus environment and your track record of supporting diverse faculty, staff, and student populations.]

[Student Success & External Relations: Outline your strategies for improving retention, graduation rates, and student engagement. Mention your experience with fundraising, community partnerships, and legislative advocacy.]

[Closing: Reiterate your enthusiasm for the role and your readiness to lead [University Name] into its next chapter of growth. Thank the committee for their time and consideration.]

Sincerely,

[Your Signature]  
[Your Printed Name]