Date

Jean R. Sumner, MD, FACP

Dean

Professor of Internal Medicine

Mercer University School of Medicine

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Add Department Chair information here.  
  
Dear Dr. Sumner and Dr. Chair’s name

Please accept this letter of intent to apply for promotion to (associate professor, professor) of (discipline e.g., Internal Medicine) at Mercer University School of Medicine. My appointment as (assistant professor, associate professor) at the School of Medicine began on (date).

Sincerely yours,

Signature

Name

Titles

Contact information