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 an (assistant professor, associate professor) at the School of Medicine began on (date).

My contact information is as follows:

Home address (mailing address)

Email address

Cell/mobile phone

Office phone

Sincerely yours,

Signature

Name

Titles