***Sample Thank You Letter upon Receipt of Letter of Evaluation***

September 17, 2014

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_

Department of Accounting

University of Texas at Austin

1 University Sta B6000

Austin, TX 78712

Dear Professor \_\_\_\_\_\_\_\_\_\_\_:

On behalf of the Department of Accounting, I am writing to express our sincere appreciation for your review of Professor \_\_\_’s qualifications for promotion and tenure.

I recognize that reading an extensive file like this, and preparing a thorough and thoughtful evaluation, takes time and adds to the burden of many tasks that you face each day. I can assure you that your input is extremely valuable and will play an important role in our decision-making processes both within the Department and at the College and University levels.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_, Title

Address

Telephone

e-mail address