

Date

Name

Address

Dear:

Thank you for your letter nominating _____ for the position of _____ in the University of New Mexico's Department of _____.

We appreciate and value input from [established and recognized professionals] [interested citizens] such as yourself toward identification of well-qualified candidates. We will certainly pursue your recommendation by urging to submit an official application for the position.

Thank you.

Sincerely,

Chairperson, Search Committee