

Date

Name

Address

Dear:

Thank you for your letter of reference on behalf of _____, who has applied for the position of _____ in the University of New Mexico's Department of _____.

Your thoughtful letter will be of great assistance to the Search Committee as we begin evaluation of candidates for this position. We appreciate your taking the time to submit this reference. Thank you.

Thank you.

Sincerely,

Chairperson, Search Committee