

Date

Name
Title
Institution
City/State

Dear (Provost) :

The University of Michigan is seriously considering (Name), currently a/an (Title) at (University/College), for an appointment as (Title) in our (Department/School/College), (effective Date). Accordingly, I am writing to request your waiver of the Associate of American Universities deadline of (April 30/August 30).

I sincerely regret the need to make this request so late in the academic year. Thank you for any courtesy you may be able to extend. We look forward to receipt of your reply.

Sincerely,

(Name)

cc: (U-M Unit Dean, et al.)