

**ACADEMIC ADMINISTRATOR  
NOTICE OF NOMINATION LETTER**

**Sample**

■ variable information

**Date**

**Name  
Title  
Address  
City, State, Zip**

Dear:

You have been nominated for the position of **Dean of the College of Nursing** at Arizona State University. I am writing to encourage you to apply for this position and would welcome an opportunity to discuss the position with you.

A copy of the advertisement for the position is enclosed. At this time, we are asking applicants to submit a letter of interest highlighting important qualifications and curriculum vitae.

Please call me at **480-965-0000** if you would like to discuss the position or search process. I look forward to receiving your letter of interest.

Sincerely,

**Name  
College of Nursing Dean Search Committee  
Title**

*Enclosure*