**Sample Call for Nominations Letter**

date

(enter name and address here)

Re: Call for nominations, plus request for dissemination of information re:

**Position xyz** .

Dear \_\_\_\_

The Heller School for Social Policy and Management at Brandeis University is seeking a **xyz**.

I am chairing the Search committee, which includes **list names of search committee here**.

On behalf of the search committee, I would like to invite you to suggest nominations for this position, and also to disseminate information about the post to others who might be interested.

I am attaching a position description. We are seeking an (**inter) national** leader and scholar with **qualities ab&c** to fill this important position. As **position title**, the individual will assume a key leadership role within the Heller school, and the broader field of **xxx**.

Please feel free to suggest that nominees contact me directly with any questions they may have about this post at **insert email here**. We can also set up a telephone conversation to discuss it.

We appreciate your consideration of this opportunity, and welcome your help and your thoughts.

Sincerely,

**Chair’s name**

**Title here**