**Date   
  
Dr. XYZ   
Address Here**

**City, State Zip**

Dear **Professor XYZ**,

**(Applicant’s title, Dr./Professor) Jane Doe** is a candidate for a new faculty position in **XYZ** at The Heller School for Social Policy and Management, Brandeis University in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Dr./Professor Jane Doe** has listed you as a professional reference. We are very interested in **his/her** candidacy and hope you will help us learn more about **his/her** work and career trajectory.

We look forward to your assessment of the contributions **she/he** can make in a multi-disciplinary, diverse, and entrepreneurial school of social policy. Your insights regarding how **Dr./Professor Jane Doe** will thrive at The Heller School will be most helpful in our decision process.

Please email your letter of reference directly to me at **administrative coordinator’s email here @brandeis.edu**

Sincerely,

**Administrative Coordinator name here**

On behalf of   
**Name**

**Search Committee Chair/title**