[Date]

Dear [Department Chair/Director],

To begin, please know that I am appreciative of the opportunity to be part of the Northwest

Florida State College Faculty. I take pride in serving our students and the institution

overall, and I look forward to continuing my tenure here well into the future.

This letter is to express my intent to pursue Continuing Contract status as a professor here.

I will familiarize myself with the process and utilize resources provided by the Center for

Innovative Teaching and Learning (CITL) and other campus entities to ensure my success

in this endeavor.

Thank you in advance for your support in this monumental decision.

Respectfully,