

**SAMPLE**  
**ENDOWMENT HOLDER RBC APPOINTMENT LETTER**

(School/Institute completes letter and sends via email to the [Office of Faculty Affairs](#))

(Date)

Giuseppe N. Colasurdo, MD  
President  
UTHealth

Dear Dr. Colasurdo:

This is to recommend that *(Holder's Name)*, *(Rank, Department, and School)*, be appointed to the *(Title of Endowment)* effective *(Date)*. In order to set up the account for this endowment, the following financial information is provided.

Base Salary of Holder:	\$
Additional Compensation:	\$
Augmentation:	\$
Supplemental Salary for Holder:	\$
Augmentation for Holder:	\$
HRMS Department ID:	XXXXXXXXXX

*(Choose one of the two following statements; delete the other statement and this instruction.)*

The total compensation has not increased.

The total compensation has been increased by \$*X,XXX.XX* due to a supplement from the endowment.

Thank you for your consideration of this request.

Sincerely yours,

*(Associate Dean for Management or Dean of School)*

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Giuseppe N. Colasurdo, M.D.  
President