

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Department/University Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attendance at my thesis defense titled "[Thesis Title]," which is scheduled for [Date] at [Time] in [Location].

Your feedback and insights during this defense would be invaluable, and I would be honored to have you present.

Thank you for considering my request. I look forward to your positive response.

Warm regards,
[Your Name]
[Your Program/Department]
[Your University]
[Your Contact Information]