

Request for Authorization for Senior Thesis Project

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the authorization for my senior thesis project titled "[Thesis Title]." This research aims to [brief description of the project's purpose and significance].

I believe that this project will contribute to [explain potential contributions to field or community]. I have outlined my proposed methodology and timeline as follows:

- Methodology: [Brief description]
- Timeline: [Start and end dates]

I would greatly appreciate your review of my proposal and your guidance regarding the authorization process. If necessary, I am happy to provide further details or meet to discuss this project at your convenience.

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

Sincerely,

[Your Name]

[Your Student ID]