

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Department/Institution Name]

[Address]

Dear [Recipient Name],

I am writing to inform you that your thesis dissertation titled "[Thesis Title]" has been successfully submitted for review. The review process will commence on [Start Date] and is expected to conclude by [End Date].

Please ensure that all necessary documentation and supporting materials are accessible for the review committee. Should you have any questions or require further assistance during this period, do not hesitate to reach out.

Thank you for your attention to this matter, and best of luck with your review.

Sincerely,

[Your Name]

[Your Title]

[Department/Institution Name]

[Your Contact Information]