

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the schedule for my thesis defense, which is set to take place on [Insert Date] at [Insert Time]. The defense will be held at [Insert Location].

Thank you for your support and guidance throughout my research process. I am looking forward to presenting my work and receiving valuable feedback.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Program/Department]