

Confirmation of Thesis Defense Appointment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the appointment for my thesis defense. Below are the details of the scheduled appointment:

Date: [Date of Defense]

Time: [Time of Defense]

Location: [Location of Defense]

Thesis Title: "[Thesis Title]"

I appreciate your time and consideration for this defense and look forward to discussing my research with you.

Thank you for your support.

Sincerely,

[Your Name]

[Your Program/Department]