

Reminder for Upcoming Thesis Defense

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding your upcoming thesis defense scheduled for [Date] at [Time]. The defense will be held in [Location/Format].

Please ensure that you have all necessary materials prepared and that you have reviewed the guidelines for your presentation. If you have any questions or need further assistance, do not hesitate to reach out.

We look forward to your presentation and wish you the best of luck!

Sincerely,
[Your Name]
[Your Position]
[Your Institution]