

Dear [Committee Member's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my thesis defense originally set for [original date] due to [reason for rescheduling].

After discussing with my advisor, we propose to reschedule the defense to [new date and time], if that is convenient for you. I apologize for any inconvenience this may cause and greatly appreciate your understanding.

Please let me know if the proposed date works for you or if there are any other preferences you may have.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Program]

[Your Contact Information]