

Thesis Defense Scheduling Request

Date: [Insert Date]

To: [Committee Member Names]

From: [Your Name]

Subject: Request to Schedule Thesis Defense

Dear Committee Members,

I hope this message finds you well. I am writing to formally request your availability for my thesis defense, which I am eager to schedule in the upcoming weeks. My thesis is titled "[Thesis Title]," and I believe that your insights and feedback will be invaluable during this process.

Could you please provide me with your available dates and times over the next few weeks? I will do my best to accommodate your schedules to ensure that all committee members can be present.

Thank you very much for your time and support. I look forward to your response.

Best regards,

[Your Name]

[Your Program]

[Your University]

[Your Contact Information]