

# Invitation to Dissertation Defense Committee

Dear [Examiner's Name],

I hope this message finds you well. I am writing to formally invite you to serve as an external examiner for my dissertation defense scheduled on [Date] at [Time]. The defense will take place at [Location/Online Platform].

The dissertation title is "[Dissertation Title]" and it explores [Brief Description of the Topic]. Your expertise in [Field/Area of Expertise] would be invaluable to the evaluation of my work.

If you are available, please let me know at your earliest convenience. I would be happy to provide further details including the dissertation document and any other information you may require.

Thank you very much for considering this invitation. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Institution]  
[Your Contact Information]