

Invitation to Join Dissertation Defense Committee

Dear [Faculty Member's Name],

I hope this message finds you well. I am writing to formally invite you to serve on the dissertation defense committee for [Student's Name], who will be defending their dissertation titled "[Dissertation Title]."

The defense is scheduled to take place on [Date] at [Time] in [Location/Room]. Your expertise in [Relevant Field/Area] would be invaluable to the committee, and I believe your insights would greatly benefit the process.

Please let me know if you are available to attend. Thank you for considering this invitation, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Department/Institution]

[Your Email]

[Your Phone Number]