

# Invitation to Serve on Dissertation Defense Committee

Dear [Committee 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 my PhD dissertation titled "[*Dissertation Title*]".

My defense is scheduled for [Date] at [Time] in [Location/Format, e.g., virtual]. Your expertise in [related field/expertise] would greatly contribute to the evaluation of my work, and I would be honored to have you as part of my committee.

The topics I will be discussing include [briefly outline key topics]. Please let me know if you would be available to join my committee and if the proposed date works for you.

Thank you for considering this invitation. I look forward to the possibility of your participation.

Sincerely,

[Your Name]

[Your Program/Department]

[Your University]

[Your Email]

[Your Phone Number]