

Letter for External Examiner

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[External Examiner's Name]

[External Examiner's Institution]

[Institution Address]

[City, State, Zip Code]

Dear [External Examiner's Name],

I hope this letter finds you well. I am writing to formally submit my doctoral thesis titled "[Thesis Title]" for your review and examination.

The thesis investigates [brief description of the thesis topic and significance]. I have adhered to the guidelines provided by [University/Department Name] and have included all necessary documentation required for the submission process.

Attached to this letter, you will find the following materials:

- Soft copy of the thesis
- Summary of the thesis
- Publication list (if applicable)
- Any other relevant documents

Your expertise in [relevant field] would be invaluable in evaluating this work, and I would be honored to have you as my external examiner. Kindly let me know if you agree to take on this role.

I am looking forward to your response.

Thank you very much for your consideration.

Sincerely,

[Your Name]

[Your Program/Department]

[University Name]