

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Department		
Address Line		
City, State Zip Code		

Re: Letter to Department Chair Seeking Approval of Thesis

Dear :

I have decided on a thesis . I am writing to request your approval of the thesis. The purpose and scope of the research is { }. I will be using {Methods to conduct research}. However, I am aware that I may encounter obstacles such as {describe obstacles}. I have included a preliminary bibliography of literary sources that I will use. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E