

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 from Department Chair Disapproving Senior/Graduate Thesis

Dear :

I have received your thesis for approval. I do not believe that this thesis will work for the following reason: {reason for disapproval}. Please consider another thesis and contact for approval. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E