

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		
Company		
Address Line		
City, State Zip Code		

Re: Letter from Department Chair Approving Senior/Graduate Thesis

Dear :

I have received your letter requesting approval of your thesis. I believe that you have chosen a topic that will be very informative and expand your knowledge in the area. I grant you approval of the thesis. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

N A M E