

*Please note that this a template that you may edit as you and your advisor see fit.*

Date

Title, Name

Address

Dear Title Name:

I am a graduating senior at Hamline University, majoring in [major]. I am currently finishing Departmental Honors Project, [DHP Title], on [topic].

I write to ask you to serve on the examining committee for the oral defense of my project. [One-paragraph explanation of why this person is particularly suited to serve as an expert in this field.]

I will send you my project 2 weeks before the scheduled defense, which will take place during the month before April 19, 2013.

I am a great admirer of your work [or similar as appropriate], and I hope you will consider serving on my committee. I look forward to hearing from you.

Sincerely,

[Student Name]