

**LETTER REQUESTING APPROVAL TO HOLD A PROPOSAL  
HEARING or DISSERTATION DEFENSE [state one]**

Date

Jody Hoffer Gittell, Director of the Ph.D. Program  
The Heller School for Social Policy and Management  
Brandeis University  
415 South Street/MS 035  
Waltham, MA 02454

Dear Dr. Hoffer Gittell:

I am writing to make arrangements for the hearing of my proposal or defense [state one] of my dissertation, which is entitled:

[Insert title of either proposal or  
dissertation]

I have consulted with my committee, and we have scheduled the proposal hearing or dissertation defense [state one] to be held on:

(day, date)	Friday, August 11, 2023
(time)	at 10:00 a.m. - 12:00 p.m.
(modality)	in-person, remote or hybrid [state one]
(place)	Heller School, Room # and Zoom Link (for hybrid and remote hearings and defenses only)

The members of my committee are:

Name of Heller faculty member, Chairperson  
Name of Heller faculty member  
Name of Heller faculty member\*  
Name of outside member (list degree status, job title, name of organization and complete address)

Thank you for your attention. If this meets with your approval please let me know.

Sincerely,

Your name

\*If more than 3 committee members