

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

Date

Jody Hoffer Gittel, 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. Gittel:

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