

Dear Professor _____,

The University Registrar's Office has outlined a procedure for collecting reading committee signatures. I am emailing to request your "signature" for my dissertation/thesis titled _____.

In lieu of a traditional, physical signature page, this email thread will serve as the document certifying that you have read my dissertation/thesis, and that it is fully adequate in scope and quality as a dissertation/thesis for the degree of _____ [e.g., Doctor of Philosophy, Engineer Thesis, Doctor of Musical Arts, Doctor of the Science of Law]

Please reply to this message to let me know whether you approve my dissertation/thesis for submission. (This email thread will then constitute your "signature" of approval.)

Thank you,

Student Name