Dear Dr. [*name of oral member*],

I am contacting you to inquire as to whether you would be willing to participate on the Ph.D. oral defence committee for one of my Ph.D. students [*student name*]. The Oral defence committee members should have sufficient knowledge of the discipline to read the thesis and ask questions at the defence, but are not required or expected to be experts in the field of the student’s research. We ask that you read the thesis and prepare questions you will ask at the oral defence. No written report is required from you. The date of the defence will be determined after we receive availability dates from all members of the oral committee, once this is done I will confirm the date, time and location.

The thesis title is given below, and I have attached the abstract to this email, to give you a better idea of the thesis contents.

Thank you in advance for your consideration. I look forward to hearing from you.

Best regards,

[*your name*]

[*title*]

[*affiliation*]

Thesis Title: [*thesis title*]

Supervisor(s): [*Supervisor(s) name(s)*]

Author: [*student's name*]

Department: [*student's home department*]

Degree: Doctor of Philosophy