Date:

Re: [STUDENT NAME’s] Dissertation Proposal Defense Memorandum of Understanding

To:

[ENTER NAMES OF COMMITTEE MEMBERS]

Dear Committee,

Thank you for the valuable feedback that you gave during my proposal defense on [ENTER DATE]. Below are notes from that meeting with the recommendations that you suggested. I will be sure to address all of these points in my dissertation to the best of my abilities with the support of my advisor.

Feedback and recommendations were as follows:

[add details organized by section and/or theme]

Please let me know if these changes sufficiently address your concerns. Thank you, again, for your help and feedback. My goal is to be ready for a [add general date] defense and I look forward to sharing my results with you all.

Thank you,

[student name and signature]