<DATE>

Dear Dr. <NAME>:

On behalf of Western’s School of Graduate and Postdoctoral Studies (SGPS), I am writing to invite you to serve as an External Examiner for a PhD thesis in <PROGRAM>, entitled <THESIS TITLE>, to be submitted by <STUDENT NAME>.

**Your expertise as a faculty member from outside of Western with an established reputation in your field will add significant value to the thesis examination process.**

As an External Examiner, you will typically be one of four individuals tasked with evaluating the doctoral candidate’s thesis.

For an overview of the External Examiner’s responsibilities, please see SGPS [Regulation 8.4.2.1 - The Thesis Examination Board](https://grad.uwo.ca/resources/regulations/8.html).

We invite you to attend the thesis examination in person. Should you be unable to attend in person, we will facilitate your participation remotely.

*Please note that the candidate’s Supervisor has signed to indicate their agreement that the thesis meets the expected standards.*

Once you confirm your participation, we will email you the confirmed examination date, along with instructions on how to download the thesis. You will be given at least four weeks to examine the thesis, and your preliminary thesis evaluation will be due one week before the thesis examination.

**If you choose to accept this invitation, we would appreciate a response from you by (date).**

Please do not communicate with the Graduate Chair, the Candidate, the Candidate's Supervisor(s), or other Examiners prior to the thesis examination.  Any inquires you may have about the thesis, or about Western’s thesis examination process, can be sent via email to [thesis@uwo.ca](mailto:thesis@uwo.ca).

**Your participation is critical to the thesis examination process, and we greatly appreciate and value your contribution as an expert in your field. Thank you, in advance, for your involvement.**

I look forward to hearing from you.

Yours sincerely,

(name),   
Graduate Chair   
(Program Name)   
Western University