

DATE: November 6, 2024

TO:

FROM:

RE: Circulation of Thesis Proposal – [STUDENT NAME]

TITLE: [TITLE OF THESIS PROPOSAL]

Please find attached [STUDENT’S NAME] thesis proposal, which has been approved for circulation by [THEIR] advisor, [ADVISOR’S NAME].

The student must receive results of the thesis proposal circulation within THREE WEEKS of today’s date. Please respond directly to Prof . [NAME OF ADVISOR] by no later than [DATE – three weeks from today’s date]

The thesis proposal is being circulated electronically. If you would prefer to receive a hard copy, please contact Olivera Prime – [anthropology.graduate@utoronto.ca](mailto:anthropology.graduate@utoronto.ca).

cc. [Name of Advisor]

Graduate Office