

Hello <recipient>,

My name is <name> and I am a(n) <title> of Computer Science at the University of Guelph. I am assembling a shortlist of 3 or 4 **potential External Examiners** for the PhD defence of my student <name>. Due to your expertise in the area of <research area>, I would like to nominate you for this list. The defence will tentatively be scheduled between <date range>, at the University of Guelph, Canada. The title of the thesis is <title> and the abstract is attached.

Would you be willing to be nominated for this short list of external examiners?

If you are selected by the Graduate Committee, you will receive a more formal and detailed invitation from the Associate Graduate Director of our School.

Best regards,
<name>