SAMPLE LETTER MS STATEMENT OF INTENT TO THE DEGREES COMMITTEE

ATTACH TO PROPOSAL

**MEMORANDUM**

**DATE**: 8/24/2017

**TO**: Degrees Committee

**FROM**: “Your Name”

**THROUGH**: “Your Advisor”

Attached is the statement of intent for my MS thesis entitles “Your Title”.

Suggested members for the theses committee include:

Thank you for your review and comments