(on letter head)

date

Audrey Laporte, PhD

Professor and Director

Institute of Health Policy, Management & Evaluation

University of Toronto

Health Sciences Building

155 College Street, Suite 425

Toronto, ON M5T 3M6

Dear Professor Laporte,

I am writing to confirm my willingness to participate as a committee member for [student name]’s [MSc/PhD] thesis. I am happy to serve in this capacity and acknowledge that this will include participating in committee meetings and oversight of their thesis development.

Thank you for this opportunity, and please let me know if you require any further information.

Yours sincerely,