

[Insert Candidate's Postal Address, Telephone Number And Email Address Here]<sup>1</sup>

[Insert Date of letter here; e.g. 1st January 2013]

[Insert Address of Dean here; e.g. The Dean, School of Education, University of Eldoret]

Through:

[Insert HoD, Department of]

[Insert name of any of the supervisors Here, and supervisor should sign and provide date]

Dear Sir/Madam,

**SUBJECT: FINAL SUBMISSION OF THESIS;**

Further to my letter of Notification for Submission of Thesis dated [e.g. 1st January 2013], please find enclosed six copies of my [Insert the level of programme here, e.g. Master of Arts] thesis entitled "[INSERT TITLE OF THESIS HERE, ALL CAPS]" that I am submitting for examination. I will appreciate acknowledgement of receipt of this letter and the said thesis.

Yours faithfully,

[Insert signature here]

[Insert Full Name Beginning With The Last Name/Surnam, Here]

**Insert registration number here**

Encl

CC Director , BPGS

DVC, ASA

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<sup>1</sup> Fill at least 3 copies of this form (HoD, Dean of School and Director of Postgraduate Studies). However it is advisable that the applicant and each supervisor retain copies for record and action.