

Insert Address, Email address, Telephone number of student here

[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:

The Head of Department [Insert name of Department here: The HoD must forward the letter!]

[Insert name of Supervisor No. 1 Here, and supervisor should sign and provide date]

Dear Sir/Madam,

SUBJECT: NOTIFICATION FOR INTENT TO SUBMIT THESIS¹

This is a notification for intent to submit my [Insert the level of programme here, e.g. Master of Arts] thesis entitled "[INSERT TITLE OF THESIS HERE, ALL CAPS]" at least twelve (12), but not more than sixteen (16) weeks from the date of this letter. I have attached copies of thesis abstract that have been authorized by myself and the University supervisors.

Yours faithfully,

[Insert Full Name Beginning With The Last Name/Surname Here]

[Insert registration number]

Cc Director, BPGS

Encl

¹ Please attach copies of the signed abstract