Dear Dr. X,

The Graduate Group Chair, Dr. X, recommended you as a reader for my Candidacy Exam. My chair is Dr. X, and my topic is X.

The exam is scheduled for two hours. Possible dates and times for the exam are:

If you are available and willing to serve, please let me know.

Once I have my readers, date, time, and location, I will send a scheduling confirmation email to my committee. Also, I will email my committee the exam to read two weeks before the defense date.

FYI, information about the Candidacy Exam is in the PhD Handbook: [*https://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/phd-handbook/dissertation/index.php*](https://www.nursing.upenn.edu/student-services/resources/handbooks-forms-policies/phd-handbook/dissertation/index.php).

Sincerely,

X