

**BRANDON UNIVERSITY  
FACULTY OF HEALTH STUDIES**

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**Subject:** Guidelines for MPN Students' Writing Thesis Advisor/Committee Member Request Letters

**Program:** Master of Psychiatric Nursing

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- Use standard business letter writing format.
- Address letter to the Chair of the MPN Steering Committee
- Be clear and specific in your language. Use formal language. Your letter should reflect your level of education.
- Name your research topic and methodology. Assume the committee does not know you or your area of research, so pitch it to us.
- Your desired committee member's
  - Name. Use formal language, ie. Dr. Smith, Professor Singh
  - Their background
  - Why you want them on the committee
  - And/or why they may want to be part of your research (ie. did you have a conversation, did you read their published works, have they pursued similar or related topics or methodology, do you have a good relationship?)
  - Essentially, why them?
- For non-thesis advisor member request, be explicit that your thesis advisor is aware and has agreed or approved of the committee member of choice.
- Communicate with potential committee members that they must submit a letter of request to the MPN Steering Committee, with their CV.