

---

# Acceptance Letter For External Examiner


**Dr. Emily Roberts**  
**Associate Professor of English Literature**  
**Department of English**  
**University of Academia**  
**789 Scholars Lane**  
**University Town, UT 98765**  
**emily.roberts@univacademia.edu**  
**555-987-6543**  
**August 18, 2024**

**Professor John Carter**  
**Head of the Department of English**  
**College of Arts and Sciences**  
**State University**  
**123 College Blvd**  
**Metro City, MC 12345**

Dear Professor Carter,

I am writing to formally accept the invitation to serve as an External Examiner for the Master's program in English Literature at State University, as outlined in your letter dated July 30, 2024. I am honored by this opportunity to contribute to the academic standards and assessments of your esteemed institution.

As per the terms discussed, I understand my role will involve reviewing and evaluating thesis submissions and participating in viva voce examinations, providing impartial feedback to ensure the integrity and quality of the program. I am committed to executing



these duties with the utmost professionalism and adherence to the academic guidelines set forth by State University.

I am aware that my term as an External Examiner will commence on September 1, 2024, and conclude on August 31, 2027, during which I will provide annual reports and attend examination boards as required.

Please confirm the receipt of this acceptance letter and any further administrative or procedural steps I need to complete prior to my official start date. Additionally, I would appreciate any specific guidelines, documents, or materials that would assist me in fulfilling my responsibilities effectively.

Thank you once again for this opportunity. I look forward to contributing positively to the academic success of your students and to the reputation of State University.

Warm regards,

**[Dr. Emily Roberts]**

**[Associate Professor of English Literature]**

**[555-987-6543]**

**[emily.roberts@univacademia.edu]**