DATE

Committee Chair’s Name

Frances Payne Bolton School of Nursing

Case Western Reserve University

10900 Euclid Avenue

Cleveland, OH 44106-4904

Dear Dr. (Committee Chair):

The purpose of this letter is to confirm my commitment to serve on the Doctor of Nursing Practice (DNP) Scholarly Written Project Committee for (student name and credentials). I have attached my curriculum vita. If further information is needed or if you should have any questions, you may reach me at (Phone number and address).

I look forward to working with you and (names of other Committee member(s)) on this Committee. I believe (student name) has identified an important area of study, (brief phrase identifying study area), and I look forward to contributing as a Committee member.

Sincerely,