

Subject: Evaluation Request: Undergraduate/Graduate Thesis - [Your Name]

Dear Professor [Supervisor Last Name],

I hope this email finds you well.

I am writing to formally request your evaluation of my final thesis titled "[Full Title of Your Thesis]." As my supervisor, your feedback and assessment are essential for the completion of my degree requirements.

I have attached the following documents for your review:

- The final draft of the thesis (PDF format)
- The required evaluation/grading form
- A brief summary of my research findings

Please let me know if there are any additional forms or procedures I need to complete. I am also available to meet in person or via video call if you would like to discuss the work before submitting the final grade.

Thank you for your guidance and support throughout this research process.

Sincerely,

[Your Full Name]

[Your Student ID Number]

[Your Department]