To: Graduate School

From: [GRADUATE DIRECTOR NAME], Graduate Director for [PROGRAM]

[ADVISOR NAME], [ADVISOR TITLE]

Date: [DATE]

RE: Delayed Release Request for [STUDENT NAME]

We are requesting a delayed embargo of [STUDENT NAME]’s dissertation (USC ID: [USCID NUMBER]). This request has been approved by their committee.

[STUDENT NAME] intends to [INSERT REASON(S) FOR NEEDING EMBARGO].

Thank you very much for your consideration of our request. If you have any question, please contact [ADVISOR NAME AND EMAIL ADDRESS].

Sincerely,

[ADVISOR NAME] [GRADUATE DIRECTOR NAME]

[ADVISOR TITLE] Graduate Director