<Student name>
<Student address>

ETH Zurich

Department of Earth Sciences

Study Administration, NO D63

Attn. Director of Studies

Sonneggstrasse 5

8092 Zurich

<City>, <dd mm yyyy>

**<Subject matter>**

Dear <Ms / Mr / Professor recipient name>,

<Please provide the following information with your request.>

* Student number
* BSc or MSc
* Major
* Reason for request
* Project title (BSc or MSc thesis, research project, MSc project proposal etc.)
* Start date
* Deadline
* Names of main supervisor, co-supervisor, additional supervisor (if any)

Sincerely yours,

<Student signature>

<Student name>

Enclosure(s)

This request is supported by:

<Name main supervisor> <Date, signature>

<Name study advisor of major> <Date, signature>