[first name last name]

[street]

[zip code + city]

E-mail: [x]

Matriculation number: [x]

Dean of Studies Prof. Dr. [x]

Dean's Office Faculty of Philosophy

University of Erfurt

PO Box 900221

99105 Erfurt

[Place, Date]

**Application for the appointment of [an external second supervisor]**

Dear Professor xy,

I hereby ask for approval of the appointment of [title / if applicable title / first name surname] as external second examiner of my master’s thesis.

[Reason]

[contact details of the external second supervisor].

Yours sincerely

[Signature]

[first name surname]

**Statement of the first supervisor**

[Signature]

Prof. Dr. [first name surname]