

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Department Name]
[University Name]
[University Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the availability of postgraduate research assistantship positions in your department. I am particularly interested in [specific area of research] and believe my background in [your relevant qualifications] aligns well with your research interests.

I have recently completed [your degree/previous experience], and am eager to enhance my skills through hands-on research experience. I am particularly drawn to [specific project or professor's research] and would appreciate any information you could provide regarding potential openings for research assistants.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile or Website, if applicable]