

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current status, e.g., a graduate student at XYZ University, a recent graduate, etc.]. I am reaching out to inquire about potential research opportunities in your esteemed lab/department.

With a background in [your field or specialization, e.g., molecular biology, neuroscience], I am particularly interested in [specific area of interest related to their research]. I am eager to contribute to ongoing projects and learn from the innovative research conducted in your team.

If you have any openings for research positions or internships, I would greatly appreciate the opportunity to discuss how my skills and interests align with your research goals. I have attached my CV for your consideration.

Thank you for your time, and I look forward to the possibility of contributing to your work.

Sincerely,  
[Your Name]  
[Your Contact Information]