

Inquiry Regarding Graduate Assistantship Availability

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

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., an undergraduate student, a recent graduate] interested in pursuing a graduate degree in [Your Field of Study] at [University Name].

I am writing to inquire about the availability of graduate assistantships in the [specific department or program]. I believe that an assistantship would be an invaluable opportunity to develop my skills and contribute to ongoing research within the department.

If possible, could you provide information regarding the application process, eligibility criteria, and any deadlines that I should be aware of? I would greatly appreciate any insight you can offer.

Thank you for your time and assistance. I look forward to your response.

Warm regards,

[Your Name]