

Request for Graduate Assistantship Opportunity

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

[Recipient's Name]
[Title/Position]
[Department/College 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 a [Your Degree Program, e.g., Master's in Psychology] at [University Name]. I am writing to express my interest in any available graduate assistantship opportunities within your department.

I believe that my skills and background in [briefly mention relevant experience or skills] would make me a valuable addition to your team. Additionally, I am eager to contribute to ongoing projects and learn from the esteemed faculty.

I would appreciate the opportunity to discuss any potential openings further. Thank you for considering my request.

Sincerely,
[Your Name]