

Graduate Assistantship Validation Request

Date: [Insert Date]

To: [Department Head's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to formally request your validation of my graduate assistantship for the [specific program or course name] during the [academic term, e.g., Fall 2023].

As part of my responsibilities, I have engaged in [briefly describe your tasks or projects], contributing to [mention any accomplishments or benefits to the department]. This experience has been invaluable for my professional development, and I am eager to continue providing support to our department.

For your reference, I have attached [mention any relevant documents, e.g., evaluation forms, progress reports, etc.]. I would greatly appreciate it if you could confirm my assistantship status at your earliest convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program]

[Your Contact Information]