

Teaching Assistant Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my contract as a Teaching Assistant for the upcoming [Insert Semester/Year].

During my previous tenure, I have thoroughly enjoyed supporting [Course Name/Department] and contributing to the academic success of our students. I am eager to continue this valuable work and assist with [specific responsibilities or projects].

Please let me know the next steps in the renewal process. I appreciate your time and consideration, and I look forward to your positive response.

Thank you very much.

Warm regards,

[Your Name]

[Your Position, if applicable]