

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Program Name]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., second-year graduate student] in [Your Program/Department] at [Your University/College]. I am writing to inquire about potential teaching assistant positions within your department for the upcoming [semester/year].

Having a strong passion for [Your Field/Subject], I believe that I would be an excellent fit for a teaching assistant role based on my [relevant experience, skills, coursework]. I am particularly interested in [specific courses or areas of study] and would love the opportunity to contribute to the learning experience of students while furthering my own academic and professional development.

If there are any teaching assistant positions available, I would greatly appreciate any information regarding the application process. Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]