

# Introduction Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Advisor's Name]

[Advisor's Title]

[College/University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] studying [Your Major] at [Your College/University]. I am reaching out to introduce myself and express my interest in your research on [Specific Research Topic].

I have developed a strong interest in [Relevant Experience or Coursework], and I believe that working under your guidance would greatly enhance my academic and professional growth. I would be honored to learn from your expertise and contribute to your ongoing projects.

Thank you for considering my request. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]