

Request for Teaching Assistantship Position

Date: [Insert Date]

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

[Recipient's Name]
[Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for a teaching assistantship position within the [specific department/program] at [University Name] for the [upcoming semester/year]. I am currently a [your current status, e.g., graduate student in the XYZ program], and I am eager to contribute to the academic community while furthering my professional development.

Having gained experience in [related experience or qualifications], I believe I possess the necessary skills to support the faculty and assist students effectively. I am particularly interested in [specific subjects or courses], and I am committed to fostering a positive learning environment.

I have attached my resume and references for your review. I would greatly appreciate the opportunity to discuss my application further and explore how I can contribute to the department.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]