

Inquiry for Teaching Assistantship Opportunities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dr. [Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Dr. [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., first-year graduate student] in the [Your Program Name] program at [University Name]. I am writing to inquire about potential teaching assistantship opportunities within the [Specific Department or Course] for the upcoming academic year.

With my background in [Your Relevant Experience or Skills], I am eager to contribute to the department while further developing my teaching and research skills. I believe that serving as a teaching assistant would provide me with invaluable experience, and I am particularly interested in working in [Mention Any Specific Area of Interest].

If possible, I would greatly appreciate any information regarding available positions, application procedures, and timelines. Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]