

Inquiry for University Teaching Assistantship

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

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

Dear Dr. [Recipient's Last Name],

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

Having a strong interest in [relevant subject or field], coupled with my background in [relevant experience/qualifications], I believe that I could contribute positively to your department while gaining valuable experience from the assistantship.

I would appreciate any information regarding available positions, application procedures, and the qualifications you are looking for in candidates.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]