

# Letter of Request for Teaching Assistant Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Teaching Assistant position within the [specific course or department] at [University Name]. I am currently a [your year, e.g., second-year] graduate student in [your program] and believe that my academic background and passion for teaching make me a suitable candidate for this role.

During my studies, I have gained a strong foundation in [relevant subject matter], and I have honed my skills through [mention any relevant experience, such as tutoring, leading discussion groups, etc.]. I am excited about the opportunity to contribute to the academic development of undergraduate students and support the faculty in delivering high-quality education.

I am particularly drawn to [mention any specific course or professor's work], and I would be honored to assist in [specific tasks or responsibilities]. I am confident that my experience and enthusiasm for teaching will enable me to positively impact students' learning experiences.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the [Department Name] as a Teaching Assistant. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]