Formal Academic Introduction Letter Template

Dear Professor [Last Name],

I hope this letter finds you in good health and spirits. I am writing to introduce myself as a [your academic status] in [field of study] at [institution name].

I have been following your groundbreaking research in [specific field/topic], particularly your recent publication on [specific work]. Your insights into [specific aspect] have significantly influenced my own academic pursuits and research direction.

I am currently working on [your research/thesis topic] under the supervision of Professor [supervisor's name]. Given your expertise in this area, I would be deeply honored if you would consider serving as [specific role - external examiner, advisor, collaborator].

I have attached my curriculum vitae and a brief outline of my research proposal for your review. I would be grateful for the opportunity to discuss my work with you further, should you find it of interest.

Thank you for your valuable time and consideration.

Respectfully yours,

[Your Full Name]

[Academic Title/Position]

[Institution]

[Contact Information]

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