

Preliminary Academic Inquiry Letter

Subject: Request for Information on Research Opportunities

Dear [Professor/Department Head],

I am writing to inquire about possible research opportunities in your department for the upcoming semester. I am particularly interested in [specific field/topic] and would like to know about available positions, application procedures, and deadlines.

Your guidance and information would be greatly appreciated.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Institution]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-inquiry>