

Email Inquiry Letter for Research Internship

An **email inquiry letter for research internship** is a formal communication sent to potential supervisors or research institutions to express interest in securing a research internship position. This letter typically includes a brief introduction, academic background, relevant skills, and enthusiasm for the research field, along with a polite request for information about available internship opportunities.

Template

Subject: Inquiry Regarding Research Internship Opportunities

Dear [Dr./Professor Last Name],

My name is [Your Name], and I am a [year] student majoring in [Your Major] at [Your University]. I am writing to express my interest in research opportunities within your group, I have completed coursework in [list relevant coursework] and have gained practical skills in [mention relevant laboratory techniques, programming skills, methodologies, etc.]. I

I would be grateful if you could let me know whether there are available positions for research interns in your lab for [time period, e.g., this summer]. I would also appreciate

Thank you very much for your time and consideration. I look forward to the possibility of working with you and learning from your expertise.

Sincerely,

[Your Full Name]

[Your University]

[Your Contact Information]

Sample Content

Subject: Inquiry Regarding Summer Research Internship

Dear Dr. Smith,

I am a third-year biology student at XYZ University keenly interested in molecular genetics. I am writing to inquire about the possibility of joining your research team as an intern. I would appreciate any information regarding internship opportunities and application procedures. Thank you for considering my inquiry.

Sincerely,

Jane Doe

XYZ University

jane.doe@email.com

Sending a well-structured inquiry letter helps establish a professional connection and opens doors to valuable research experiences.