

Formal Email Inquiry for Research Internship Availability

Subject: Inquiry About Research Internship Opportunities

Dear [Research Coordinator Name],

I hope this email finds you well. My name is [Your Name], a [Year] student studying [Field] at [University]. I am writing to inquire about potential research internship opportunities within your department.

I am particularly interested in [Specific Research Area] and have experience in [Relevant Skills or Projects]. I would be grateful for any information regarding upcoming internship positions, application deadlines, or required documentation.

Thank you very much for your assistance. I look forward to the possibility of contributing to your team.

Best regards,

[Your Name]

[Your Contact Information]

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