Dear Dr. [*LAST NAME*],

My name is [*YOUR NAME*] and I am a [*freshman, sophomore, etc.*] [*YOUR MAJOR*] major at [*SCHOOL NAME*]. In my introductory and upper-level coursework, I have developed a passion for \_\_\_\_\_\_\_ and am extremely interested in pursuing independent research as an undergraduate. An extensive research experience will greatly help me consolidate my future career choice.

I am personally greatly interested in [*say something about the ongoing research being conducted at his/her lab that really interests you, talk about how that research will give you hands on experience for your classes and so will further your career, but most importantly make him/her see that it's important that you become a lab member to contribute new ideas and insight into the research being conducted so that the professor doesn't think that you are the only one benefited*]. If possible, I would love to start working on a long-term project in your lab beginning this [*FALL/SPRING/SUMMER*].

Would you be available to meet sometime this week to discuss your research? I would also be happy to volunteer in your lab for a few weeks before we commit to anything to see if this is a good match. My resume/CV are attached in case you are interested. I look forward to hearing from you!

Thank you.

Sincerely,

[*YOUR NAME*]