Email Subject: Prospective PhD Student of ------------ Engineering (Name of Scholarship Scheme)

Respected Prof. Dr. XYZ

Have a Good Day;

I would like to inquire whether you are currently accepting graduate students. I am writing to you in order to find a suitable Doctorate (PhD) student research position in your esteemed research group. Currently, I hold my Master’s degree in ------------ from ------------ University and Bachelor’s degree in ------------ from ------------ University.

Besides that, I have more than ------------ years of versatile professional work experience which includes ------------. The main focus of my research and professional work experience has been ------------. I have explored your department’s graduate school website in detail. Moreover, I have studied your research interests along with some recent publications and it seems like an excellent fit for me. I want to do my doctoral research under your kind supervision. If you find me a potential candidate, then please accept me as your PhD student and issue me an “ACCEPTANCE LETTER” as my PhD supervisor, so that I can timely proceed with my admission application. I am going to apply for “------------ Scholarship Scheme” for the intake session ------------.

My “CV” and academic transcripts of bachelor and Master are attached, please have a look into that. I shall be looking forward a positive response from you. Thanks.

Best Regards,

Your Name

Prospective PhD Student

Email ID & Cell Number