

Subject: Questions about undergrad thesis
To: Jane Doe (doe@mit.edu)

Dear Dr. Doe, **(POLITE GREETING)**

**(IDENTIFIES SELF AND
PURPOSE OF EMAIL)**

(POLITE INTRO)

I hope you're doing well. I'm a junior studying biochemistry, and I have a couple of questions regarding pursuing a senior thesis next year. Would it be possible to meet with you briefly to ask a few questions? If so, would you be able to meet today (Wednesday) between 2 and 4 pm, Thursday after 2 pm, or Friday after 11 am? If not, I can see

**OFFERS MULTIPLE SPECIFIC
MEETING TIMES/OPTIONS**

Thank you very much for your time!

(POLITE CLOSING)

Best,

John Smith
johnsmith@mit.edu
(617) 253-1000

Subject: UROP Opportunities in Pym Lab? **(INFORMATIVE SUBJECT)**
To: Darren Cross (yellowjacket@mit.edu)

Dear Mr. Cross, **(POLITE GREETING)** **(IDENTIFIES SELF AND PURPOSE OF EMAIL)**

I'm Scott, a student taking Entomological Biometrics this term. While searching through interesting research areas, I became interested in the Pym Lab. Looking through the lab's goals and interests, I noticed you were a former lab member.

I wanted to reach out to gain some insight on the lab. I have a few questions: **ORGANIZES QUESTIONS IN A LIST**

1. Whom in the lab would be the best contact about a possible research opportunity?
2. Does the lab still work on nanodermal technologies?
3. I am interested in getting experience with both computational and wet-lab techniques. It seems like the lab might offer opportunities in both, but was this your experience as a group member?

If it would be better to discuss in person, I'm free Wednesdays and Fridays after 2 pm.

Thanks so much! **OFFERS SPECIFIC MEETING TIMES/OPTIONS**
(POLITE CLOSING)

Best,

Scott Lang
antman@mit.edu
(617) 253-1000