

[Your Full Name]

[Your Current Institution/Department]

[Your Email Address]

[Your Phone Number]

[Date]

[Professor's Name]

[Department Name]

[Host Institution Name]

[Institution Address]

Dear Professor [Last Name],

I am writing to formally express my interest in joining your research group as a visiting postgraduate research student for a period of [Number] months, starting in [Month, Year]. Currently, I am a [Year] year [PhD/Masters] candidate at [Your Home Institution], supervised by [Supervisor's Name], focusing on [Your Specific Research Area].

My current research involves [Brief description of your project and methodology]. Having followed your work on [Specific Paper or Project from the Host Lab], I believe that an exchange at your laboratory would be instrumental in [Specific goal: e.g., learning a technique, accessing specific data, or collaborating on a sub-project].

During my stay, I aim to achieve [Specific Objective 1] and [Specific Objective 2]. I am particularly interested in how your expertise in [Professor's Expertise] could provide a new perspective on my findings regarding [Your Research Topic].

I have secured/am applying for funding through [Funding Body/Scholarship Name] to cover my travel and living expenses. I have attached my CV and a brief research proposal for your review. I would welcome the opportunity to discuss a potential collaboration via a video call at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]