

Sample Letter to Supervisor

BY

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Dear Professor (insert name),

Hope this meets you well.

I am from Nigeria. I have been following your work on Google Scholar, you are a renowned scholar, with remarkable contributions and pedigree. We share similar research interests in political communication, civil society and NGO conflict and development. Hence, it would be a privilege to be under your supervision. It is particularly because of your expertise in my field of interest that I am applying for a PhD in..... Coincidentally, I just wrote to the graduate coordinator Dr to inform him of my interest in applying. He promptly responded and immediately recommended that I contact you because you are an excellent supervisor for me in the development field.

I have a bachelor's degree (BA) in with a second-class upper-class division. My GP is 3.6 on a scale of 5. I bagged a master's in at theand graduated with distinction. My GP is 6.5 on a scale of 7 The NGO I founded, has accessed over \$40,000 in funding to embark on sanitation projects that have provided sanitary pads for free to over 55,000 vulnerable girls in Nigeria. My youth empowerment programs have impacted over 10,000 Nigerian youths. Hence, my hands-on experience in community engagement, development and social work in the past ten years will be valuable in the department. As a result of the huge impact of my work, I have won several local and international awards for community service/development, which includes the prestigious

My master's research titled, "....." was selected for the..... I was the youngest and only scholar without a PhD among 8 scholars. I also have presented papers at

I am quite familiar with your work on the impact of International Non-Governmental Organisation (INGO) and humanitarian relief. This speaks to my proposed PhD thesis, which will look at.....

I have attached my credentials(BA and MA Transcripts, CV) to this email. I am certain that you are an excellent supervisor for me and I am an ideal student for you. I am very skilful and resourceful and would be available to assist you through taking up a teaching assistantship.

I look forward to a positive response from you.

Thank you.

Kind Regards,

Chibuzor Azubuike