

Cold Email Template for Contacting Researchers

Opportunity Pakistan · opportunitypakistan.com/guides · Keep the email under about 200 words. Send it from a sensible email address and attach your one-page CV as a PDF. If you're under 18, tell a parent or guardian and a teacher before you start.

Subject line

[Grade/Year] student: question about your work on [specific topic]

Email

Dear Dr./Professor [Surname],

I'm a [grade/year, e.g. first-year FSc (Pre-Medical)] student at [school] in [city], interested in [field or topic].

I read [the abstract of / your paper] "[paper or project title]" ([year]), and I was interested in [one specific finding or question it raised for you].

[One sentence on something related you've already done: a project, course or reading.]

Could you [one small, specific request, e.g. "suggest one or two introductory readings on this method" or "tell me whether a school student could help with a small task such as a literature summary"]?

Thank you very much for your time.

Kind regards,

[Full name]

[School, city]

[Email address]

Follow-up (send once, 7–10 days later, in the same thread)

Dear Dr./Professor [Surname],

I'm following up on my email below in case it was missed. I'd be grateful for any suggestions you have time to share, and I understand if you're too busy to reply.

Kind regards,

[Full name]

Checklist

- ☐ Their name, title and university are spelled correctly
- ☐ You mention one specific piece of their work
- ☐ Your request is small and clear
- ☐ CV attached as PDF
- ☐ No personal details beyond name, school, city and email