Dear [INSERT NAME],

I hope this finds you well.

I am contacting you from [INSERT HOME INSTITUTION], with an interest in undertaking a short-term placement aligned with my PhD research, at Imperial College London through the Global Development Hub Fellows Fund.

The Global Development Hub Fellows Fund provides funding for PhD students who are permanent residents of Least Developed and Lower Middle Income Countries, to undertake a short-term placement at the College.

For this academic year, placements can be between 2 and 4 months long, and must be complete by 31 March 2025. I would like to start my placement on [INSERT START DATE].

My supervisor is in agreement that this would be a great opportunity for me to undertake research that will support my PhD and enhance my professional and personal development.

I believe that my project aligns particularly well with the work in [INSERT HOST LAB/RESEARCH GROUP] and would be grateful for the opportunity to carry out a placement under your supervision.

I am looking forward to hearing from you.

Thank you for your consideration.

Kind regards

[INSERT NAME]