

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Institution Name]
[Department or Program Name]
[Institution Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my intent to apply for the Chartered Financial Analyst (CFA) program at [Institution Name]. With a strong background in finance and a deep passion for investment management, I believe this program will equip me with the advanced knowledge and skills necessary to excel in the finance industry.

Throughout my academic and professional journey, I have acquired a robust understanding of financial analysis, portfolio management, and quantitative methods. My undergraduate studies in [Your Major] at [Your University] provided me with foundational knowledge, which I further enhanced through my role at [Your Company/Internship], where I [Briefly Describe Your Role/Responsibilities].

I am particularly drawn to the CFA program at [Institution Name] due to its rigorous curriculum and the opportunity to learn from esteemed faculty and industry professionals. I am eager to engage with peers who share my commitment to excellence in finance and to contribute to the vibrant learning community at your institution.

Upon completion of the program, I aspire to pursue a career as a financial analyst with the ultimate goal of obtaining the CFA designation. I am committed to upholding the ethical standards and competencies set forth by the CFA Institute and to making a meaningful impact in the finance sector.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy for the CFA program at [Institution Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]