

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the [IUI Program Name] at [Institution/Organization Name]. With a strong academic background and relevant experience in [your field/subject], I am excited about the opportunity to contribute to and grow within your esteemed program.

[Briefly introduce your educational background, relevant achievements, and any pertinent work experience that aligns with the program.]

I believe that my skills in [mention any specific skills related to the program] will allow me to positively contribute to [specific projects, teams, or goals of the IUI program]. Additionally, I am particularly drawn to [mention anything specific about the program that attracts you].

Enclosed with this letter are my [resume/CV, transcripts, and any other required documents]. I appreciate your consideration of my application and look forward to the possibility of discussing my candidacy further. Thank you for your time and attention.

Sincerely,  
[Your Name]