

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office  
KLM University  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in applying for the [specific program] at KLM University for the [academic year or semester]. With a strong passion for [your field of study], I believe that KLM's commitment to academic excellence and innovative approach to education aligns perfectly with my academic and career aspirations.

Throughout my education, I have [briefly mention relevant experiences or achievements]. I am particularly drawn to KLM because of [mention specific faculties, courses, or extracurricular opportunities that attract you to KLM]. I am confident that my background in [your relevant background] will allow me to contribute positively to the KLM community. Enclosed with this letter are my completed application form, academic transcripts, letters of recommendation, and my CV. I appreciate your consideration of my application and look forward to the opportunity to further discuss my passion for [your field of study] and why I consider KLM University as the perfect place for my academic journey.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]