

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Graduate Program Name]
[University Name]
[University Address]
[City, State, Zip]

Dear Members of the Admissions Committee,

I am writing to express my interest in the [specific graduate program] at [University Name]. As a recent graduate from [Your Undergraduate Institution] with a degree in [Your Degree], I am eager to further my studies in [specific field of study] and contribute to the [specific area of research or community] that your program is known for.

Throughout my undergraduate studies, I developed a strong foundation in [relevant coursework or experience] which has prepared me for the challenges of graduate-level work. My experience as [any relevant position, internship, or volunteer work] allowed me to [describe relevant skills or accomplishments]. These experiences have not only honed my analytical and research skills but have also ignited my passion for [specific aspect of the field].

I am particularly drawn to [University Name] because of [specific program features, faculty, research opportunities, or facilities]. I admire the work of [specific faculty member or research group] and am excited about the opportunity to contribute to ongoing projects and collaborate with esteemed professionals in the field.

I am confident that my background and commitment to [specific field of study] will enable me to thrive in your program. Thank you for considering my application. I look forward to the possibility of contributing to the vibrant academic community at [University Name].

Sincerely,

[Your Name]

[Enclosure: Resume or CV, if applicable]