

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

[Recipient's Name]
[Title/Position]
[Department/Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in applying for the dual degree program in [specific program names] at [University Name]. As an aspiring [career/field], I believe that this program will uniquely position me to enhance my skills and contribute to [specific goals or fields].

My academic background in [your undergraduate degree], along with relevant experiences, has prepared me well for the challenges of this dual degree. [Provide a brief summary of your academic achievements, relevant coursework, and any professional experience].

I am particularly drawn to this dual degree program because [mention specific features of the program, faculty, resources, or experiences that attract you]. I am eager to engage with the diverse curriculum and collaborate with peers and faculty.

Enclosed with this letter, please find my application materials, including my resume, transcripts, and letters of recommendation. I look forward to the opportunity to discuss how this dual degree program aligns with my academic and professional aspirations.

Thank you for considering my application. I hope to contribute positively to the vibrant community at [University Name].

Sincerely,
[Your Name]