

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

[Recipient's Name]  
[Title/Position]  
[Department]

[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the PhD program in [Specific Program/Field] at [University Name]. I hold a [Your Degree] in [Your Major] from [Your Previous Institution] and have developed a strong foundation in [Relevant Skills/Experience].

My academic journey has been driven by a passion for [Specific Area of Interest], which was further fueled by my work on [Briefly Describe Relevant Project/Research]. This experience has sharpened my research skills and deepened my understanding of [Key Concepts].

I am particularly drawn to [University Name] because of [Reasons for Choosing the University/Program, Mention Faculty/Resources]. I believe that my research interests align closely with [Specific Faculty Member's Research or Department Focus].

I aim to explore [Specific Research Question or Topic] during my PhD studies, contributing to [Field or Community]. I am confident that my background and dedication will enable me to make a meaningful impact in your program.

Thank you for considering my application. I look forward to the opportunity to contribute to the academic community at [University Name].

Sincerely,  
[Your Name]