

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[University/Institution Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Introduction: Briefly introduce yourself and state the purpose of the letter. Mention the specific PhD program you are applying for.]

[Body Paragraph 1: Discuss your educational background, relevant coursework, and any research experience. Highlight achievements that have prepared you for a PhD.]

[Body Paragraph 2: Describe your research interests and how they align with the program. Mention any faculty members you wish to work with.]

[Body Paragraph 3: Explain your motivations for pursuing a PhD and your long-term career goals. Discuss how the program will help you achieve these goals.]

[Conclusion: Thank the recipient for considering your application. Reiterate your enthusiasm for the program and your readiness for the challenges ahead.]

Sincerely,  
[Your Name]