

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

I am writing to express my interest in the PhD program in [Program/Field] at [University Name]. Having completed my [Your Degree] in [Your Field] at [Your University], I am eager to further my studies and contribute to advancements in [Specific Area of Research].

My passion for [Research Topic/Field] began during my undergraduate studies, where I [Describe a relevant experience or project]. This experience solidified my desire to explore [Specific Research Question or Topic] in depth.

During my [Master's Degree/Employment], I had the opportunity to work on [Relevant Project/Research], which allowed me to develop skills in [Techniques/Tools Relevant to Research]. I am particularly drawn to [Specific Faculty/Research Group] at [University Name] due to their work on [Specific Topic/Research], and I believe that my background aligns well with their ongoing projects.

I am excited about the possibility of contributing to [Specific Research Area/Project] and collaborating with esteemed faculty and fellow researchers at [University Name]. I am confident that the resources and intellectual environment at your institution will help me achieve my academic and professional goals.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]