

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

Dear [Recipient Name/Admissions Committee],

I am writing to express my interest in the PhD program in [Program Name] at [University Name]. My academic background in [Your Field] and my research experience in [Specific Area of Research] have equipped me with the knowledge and skills to contribute to your department.

I completed my [Degree] in [Field] from [Institution Name], where I [Briefly describe your thesis or major project]. Through this experience, I developed a keen interest in [Specific Research Interest], which aligns closely with the work being conducted by [Professor/Research Group] at your university.

During my time at [Previous Institution/Organization], I [Describe relevant experience, internships, or projects]. This opportunity allowed me to [Explain what you learned or achieved], further igniting my passion for [Field of Study]. I am particularly drawn to [Specific Aspect of the Program or Faculty], as I believe it will provide an exceptional platform for my research aspirations.

I am eager to contribute to ongoing research at [University Name] and am especially interested in [Mention any specific projects, labs, or faculty members]. I am confident that my background and skills will allow me to thrive in your program and collaborate with fellow researchers.

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

Sincerely,
[Your Name]