

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

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

Dear [Recipient Name],

I am writing to express my motivation to apply for the PhD program in [Program Name] at [University Name]. With a strong background in [Your Field/Area of Study], I am eager to further my research interests in [Specific Research Interests] and contribute to the academic community at [University Name].

In [Year], I completed my [Degree] in [Field] from [University], where I [Briefly describe relevant experience or coursework]. This experience has solidified my passion for [Research Area] and equipped me with the skills necessary for [Briefly mention any relevant skills or methodologies].

During my time at [Previous Institution/Organization], I had the opportunity to [Describe any research, internships, or projects relevant to the PhD program]. Through this experience, I developed

[Skills/Knowledge] that I plan to utilize in my doctoral studies.

I am particularly drawn to [Specific Faculty Member/Research Group] at [University Name] because [Explain why their work resonates with you and how it aligns with your interests]. I believe that [University Name] provides an ideal environment for my academic growth and research ambitions.

In addition to my academic qualifications, I possess [Mention any relevant extracurricular activities, leadership roles, or skills]. I am enthusiastic about contributing to the [University/Department] community and collaborating with fellow researchers.

Thank you for considering my application. I am looking forward to the possibility of contributing to the ongoing research at [University Name].

Sincerely,
[Your Name]