

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Committee/Specific Person's Name]  
[University/Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Person's Name],  
I am writing to express my interest in the PhD program in [Program Name] at [University Name]. With a background in [Your Field] and a strong desire to contribute to [Specific Area of Research], I am excited about the opportunity to further my studies and engage in innovative research within your esteemed institution.

Having completed my [Your Degree] in [Your Major] at [Your University], I developed a solid foundation in [Relevant Skills/Knowledge]. My undergraduate thesis focused on [Thesis Topic], which sparked my interest in [Research Interest]. Following this, I [Briefly Describe Relevant Experience or Work].

Through my research experience at [Research Institution/Company], I gained hands-on skills in [Techniques/Methods Used] and had the opportunity to collaborate with experts in [Field/Area]. This experience solidified my commitment to pursuing a PhD and positioned me to tackle complex issues in [Field].

I am particularly drawn to the work of [Professor's Name] at [University Name] and their research on [Specific Topic]. I believe my background in [Your Skills] aligns with their research interests, and I am eager to contribute to ongoing projects while developing my own through [Proposed Research Idea].

I am motivated by the challenge of discovery and the potential impact of my research on [Broader Societal Context]. I am confident that the PhD program at [University Name] will provide the rigorous training and collaborative environment necessary for my academic and professional growth.

Thank you for considering my application. I look forward to the possibility of contributing to the academic community at [University Name] and am excited about the opportunity to further discuss my fit for the program.

Sincerely,  
[Your Name]