

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

[Recipient's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my interest in pursuing a PhD in [Program Name] at [University Name]. My academic background in [Your Field] and my research experiences have solidified my desire to contribute to [specific area of study or research] through advanced academic study.

In [Previous Degree or Experience], I gained skills in [specific skills or topics related to your field]. I was particularly drawn to [mention any specific projects or research] which inspired me to delve deeper into [research area]. My [internship/research experience] at [Organization/Institution] further fueled my passion for [specific topic].

I am particularly impressed by [mention faculty, research facilities, or specific programs at the university], which aligns perfectly with my research interests. I believe that the opportunity to work with [specific professor or team] would greatly enhance my academic journey and allow me to contribute uniquely to ongoing research.

My goal for pursuing this PhD is to [state your long-term career goals and how the program will help achieve them]. I am eager to bring my background in [skills/experience] and my dedication to [field of research] to the [University Name] community.

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

Sincerely,
[Your Name]

[Your Signature (if sending hard copy)]