

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

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

Dear [Recipient's Name],

I am writing to express my interest in pursuing a PhD in [Program Name] at [Institution's Name]. With a background in [Your Field/Subject] and a profound interest in [Specific Area of Research], I am eager to contribute to the academic community and advance my knowledge in this field.

I completed my [Degree] in [Your Major] at [Your University], where I developed a strong foundation in [Relevant Skills/Knowledge]. My experience at [Any Relevant Experience, e.g., internships, research projects] allowed me to [Describe Key Achievements or Skills Gained]. During my studies, I became particularly fascinated by [Specific Topic or Research], which led me to [Discuss Any Relevant Research or Publications]. This experience solidified my desire to pursue a PhD and delve deeper into [Specific Research Interests].

I am particularly drawn to [Institution's Name] because of [Reasons for Choosing the Institution or Program, e.g., faculty members, research facilities, alignment with your interests]. I believe that my background in [Your Background] aligns well with the ongoing research in [Specific Research Group or Lab].

In conclusion, I am excited about the opportunity to join [Institution's Name] and contribute to [Specific Goals or Projects]. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]