

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the Graduate Visiting Student Program (GVSW) at [University/Institution Name] for the [specify term, e.g., Fall 2024]. I am currently a [your current status, e.g., second-year graduate student] in [your field of study] at [Your Current Institution].

I am particularly interested in [specific research area or program] and believe that participating in the GVSW will provide me with invaluable experience and opportunities to further my academic and professional goals.

I have attached my CV and academic transcripts for your consideration. I am looking forward to the possibility of contributing to and collaborating with esteemed faculty and fellow graduate students at [University Name].

Thank you for considering my application. I am eager to hear from you.

Sincerely,
[Your Name]