

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[University/Organization Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: Briefly introduce yourself and state the purpose of your personal statement. Mention the program you are applying to and your key motivation for pursuing it.]

[Body Paragraph 1: Discuss your academic background, including relevant education, experiences, and achievements related to the program.]

[Body Paragraph 2: Highlight any work experience, volunteer activities, or research projects that have prepared you for this field.]

[Body Paragraph 3: Explain your future goals and how this program will help you achieve them. Mention specific aspects of the program that appeal to you.]

[Conclusion: Summarize your key points and express your enthusiasm for the program. Thank the recipient for considering your application.]

Sincerely,

[Your Name]