

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

[Recipient Name]  
[Title/Position]  
[Institution/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

[Introduction]

- Briefly introduce yourself and state the purpose of your statement.
- Mention the specific program or opportunity you are applying for.

[Body Paragraph 1: Background]

- Discuss your academic background, relevant experiences, and achievements.
- Highlight any specific skills or knowledge that relate to the program or opportunity.

[Body Paragraph 2: Motivation]

- Explain your motivation for pursuing this field or program.
- Share personal anecdotes or experiences that influenced your decision.

[Body Paragraph 3: Goals]

- Outline your short-term and long-term career goals.
- Connect these goals to the program or opportunity you are applying for.

[Body Paragraph 4: Fit]

- Explain why you believe you would be a good fit for the program or institution.
- Mention any faculty members, resources, or aspects of the program that attract you.

[Conclusion]

- Summarize your key points and reiterate your enthusiasm for the opportunity.
- Thank the reader for considering your application.

Sincerely,

[Your Name]