

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

[Introductory paragraph: Briefly introduce yourself and state the purpose of your personal statement. Include what program or opportunity you are applying for.]

[Body paragraph 1: Discuss your background, experiences, and qualifications that relate to the program or opportunity.]

[Body paragraph 2: Explain your motivation for applying and how it aligns with your career goals.]

[Body paragraph 3: Highlight any relevant skills, accomplishments, or work experiences that reinforce your suitability for the program.]

[Concluding paragraph: Summarize your main points and reiterate your enthusiasm for the opportunity. Thank the recipient for their consideration.]

Sincerely,
[Your Name]