

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Admissions Committee]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my interest in the PhD program in [specific program or department] at [University Name]. After thoroughly researching your faculty and the exciting projects that align with my research interests, I am eager to contribute my knowledge and skills to your esteemed program.

I hold a [Your Degree] in [Your Field] from [Your University], where I developed a strong foundation in [relevant skills or topics]. My research experience includes [brief description of your previous research], which has equipped me with [specific skills, methodologies, or insights relevant to the PhD program]. Additionally, my work on [any relevant projects or roles] has honed my abilities in [mention relevant skills or tools].

At [University Name], I am particularly drawn to [specific faculty member or research group] and their work on [specific project or area of research]. I believe my background in [your expertise] complements their research focus and would allow me to make a meaningful contribution. Beyond my academic qualifications, I bring [mention any soft skills, like teamwork, leadership, etc.], as demonstrated through [provide a specific example]. I am confident that my unique perspective and commitment to [mention relevant field or issue] will be an asset to your program.

Thank you for considering my application. I look forward to the possibility of contributing to the innovative research at [University Name] and furthering my academic career in your PhD program.

Sincerely,  
[Your Name]