

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

Dear [Recipient Name],

I am writing to express my interest in the PhD program in [Program Name] at [University Name]. With a background in [Your Field] and a strong interest in [Specific Research Area], I am excited about the opportunity to contribute to [Specific Department/Faculty/Research Group].

I hold a [Your Degree] in [Field] from [Your University] and have gained valuable experience through [Relevant Experience/Research/Internships].

My research on [Brief Description of Research] has equipped me with the skills necessary for advanced study in [Relevant Skills or Techniques].

I am particularly drawn to [University Name] because of [Reasons for your interest in the program/university]. I believe my research goals align well with [Specific Faculty/Research Advisor]'s work on [Research Topic/Area].

Thank you for considering my application. I am looking forward to the possibility of discussing my application with you.

Sincerely,
[Your Name]