

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Position Title]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name/ Admissions Committee],
I am writing to express my interest in the PhD program in [Specific Program Name] at [University Name]. With a background in [Your Field/Discipline] and [X] years of research experience, I am eager to contribute to [specific research area or project] and further develop my expertise under the guidance of [Faculty Member's Name] and his/her research team.

I completed my [Master's/Bachelor's] degree in [Your Degree] from [Your University] where I [describe relevant coursework, projects, or honors]. My thesis, titled "[Thesis Title]," focused on [briefly describe the focus of your research and any significant findings]. This experience honed my skills in [specific skills relevant to the program, e.g., data analysis, lab techniques, etc.] and ignited my passion for [specific research interest].

During my time at [Previous Research/Work Experience], I was involved in [describe your role and contributions], which resulted in [mention any publications, presentations, or significant outcomes]. This experience not only solidified my research skills but also enhanced my ability to work collaboratively in a team and communicate complex concepts effectively.

I am particularly drawn to [mention any specific aspects of the program, faculty, or research opportunities at the university]. I believe that my research interests in [briefly state your research interests] align well with the work being done in your department, particularly in [specific research areas].

I am excited about the possibility of joining [University Name] as a PhD student and contributing to the vibrant academic community. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]