

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

Dear [Recipient's Name],

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

During my [Previous Degree(s) or Experience], I developed skills in [Relevant Skills/Methods]. My master's thesis on [Thesis Topic] showcased my ability to [Key Achievement]. I believe that my research aligns well with the work of [Specific Professor or Research], particularly in [Specific Area/Project].

I am eager to bring my expertise in [Additional Skills/Relevance to Program] to [University Name] and collaborate with faculty and peers. I am particularly drawn to [Mention any specific aspect of the program or faculty] that aligns with my career goals.

Thank you for considering my application. I look forward to the opportunity to discuss my potential contribution to your program.

Sincerely,
[Your Name]