

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

[Recipient's Name]  
[Recipient's Title]  
[Department 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]. I am particularly drawn to [specific aspects of the program or faculty], which align with my academic background and research interests.

I completed my [Your Degree] in [Your Field] at [Your University] in [Year], where I [describe any relevant experiences, projects, or research]. My work on [specific project or thesis] provided me with [skills or insights gained], which I believe will contribute to my success in your program and to the academic community at large.

During my time at [Previous Institution or Workplace], I [describe relevant experiences such as internships, research assistantships, or teaching]. This experience taught me [what you learned or skills you developed], further reinforcing my desire to pursue a PhD.

I am particularly impressed by [specific faculty member or research group] and their work on [specific topic]. I am eager to explore [mention potential research ideas or questions you would like to pursue]. I believe that my background in [your relevant experience or skills] will complement the ongoing research in your department.

In addition to my academic qualifications, I bring [mention any relevant extracurricular activities, volunteer work, or leadership experiences]. These experiences have helped me develop [mention skills such as teamwork, communication, etc.], which I believe are essential for the collaborative environment of a PhD program.

I am excited about the opportunity to contribute to the ongoing research at [University Name] and to further develop my skills under the guidance of esteemed faculty members. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]