

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

Dear [Recipient Name],

I am writing to express my interest in the PhD program in [Specific Program/Field] at [University Name]. With a background in [Your Academic Background] and a passion for [Specific Research Interests], I believe I am well-prepared to contribute to your esteemed program.

During my [Previous Education/Work Experience], I [Describe Relevant Experience or Achievements]. This experience provided me with a solid foundation in [Relevant Skills/Knowledge], and I am eager to build upon this in my doctoral studies.

I am particularly drawn to [Specific Faculty Member/Research Project] at [University Name] because [Explain How It Aligns with Your Interests]. I am excited about the potential to collaborate and contribute to ongoing research in [Specific Area].

Thank you for considering my application. I look forward to the opportunity to further discuss how my background and interests align with the goals of your program.

Sincerely,  
[Your Name]