

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

[Date]
[Recipient Name]
[Title]
[Department]
[University/Institution 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/Institution Name]. With a strong background in [relevant field/industry], I am eager to contribute to [specific research area or project].

I hold a [Your Degree] in [Your Major] from [Your University], where I [describe relevant experiences, research, or projects]. My experience in [specific relevant experience or industry] has equipped me with [skills or knowledge relevant to the PhD program], positioning me to excel in your program.

Throughout my academic journey, I have [mention any relevant publications, presentations, or research experiences]. My work on [specific project or research topic] has provided me with a solid foundation in [related skills or methodologies], which I look forward to further developing under the guidance of [specific faculty member or research group].

I am particularly drawn to [University/Institution Name] because of [mention any specific aspects of the program, faculty, or research opportunities that attract you]. I believe that my research interests align closely with [mention any faculty member's research or ongoing projects], and I am excited about the potential for collaboration. Thank you for considering my application. I am looking forward to the possibility of discussing my application further and how I can contribute to the [specific department or program] at [University/Institution Name]. Sincerely,

[Your Name]