

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [Program Name] at [University Name]. With a strong academic background in [Your Field/Discipline] and relevant research experience, I am eager to contribute to [specific aspect of research or faculty work].

In [Year], I completed my [Degree Name] at [University Name], where I [briefly describe your thesis or notable project]. This experience honed my skills in [mention relevant skills or methodologies], which I believe will be beneficial for my doctoral studies.

During my time at [Previous Institution/Organization], I [describe any relevant research, publications, or presentations]. This work not only deepened my knowledge of [related topic] but also reinforced my commitment to pursuing advanced research.

I am particularly drawn to [specific faculty member or research group] at [University Name] because [mention reason related to their work]. I believe that working under their guidance will enable me to further develop my research interests in [specific interests].

I am excited about the possibility of contributing to your program and collaborating with esteemed faculty and peers. Thank you for considering my application. I look forward to the opportunity to discuss my suitability for the PhD program further.

Sincerely,
[Your Name]