

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the PhD program in [Specific Program/Field] at [University Name]. With a background in [Your Field/Relevant Experience] and a strong commitment to [Your Research Interests/Goals], I believe I would be a valuable addition to your program.

During my [Previous Degree or Experience], I [Briefly Describe Relevant Experience, Research, or Projects]. This experience honed my skills in [Relevant Skills] and reinforced my passion for [Your Research Area]. I am particularly drawn to [Specific Aspects of the Program or Faculty] at [University Name] because [Explain Why You Are Interested in This Program/University].

I am excited about the opportunity to contribute to ongoing research in [Specific Research Areas or Projects] and to collaborate with esteemed faculty such as [Faculty Names] whose work in [Specific Topics] aligns closely with my research aspirations. I am confident that my background and enthusiasm for [Your Field] will enable me to succeed in this program.

Thank you for considering my application. I look forward to the possibility of discussing my potential contributions to [University Name] and am eager to learn more about the exciting research opportunities available in this program.

Sincerely,  
[Your Name]