

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[University/Organization Name]  
[Department 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 background in [Your Field/Discipline] and a keen interest in [Specific Area of Research], I am eager to contribute to your esteemed department.

I hold a [Your Degree] in [Your Field] from [Your University], where I [Briefly describe any relevant experience, research, or projects]. My academic journey has equipped me with [mention specific skills or knowledge] that I believe are essential for success in a PhD program. I am particularly drawn to [University Name] because of [mention specific faculty members, research facilities, or projects]. I am excited about the opportunity to work with [Professor's Name] on [specific research topic].

Enclosed are my CV and [any other documents, if applicable]. I look forward to the opportunity to discuss how my background, skills, and ambitions align with the goals of your program.

Thank you for considering my application.

Sincerely,  
[Your Name]