

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[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], as advertised on [where you found the listing]. With a background in [Your Field] and a passion for [specific research interests or topics], I am eager to contribute to the ongoing research at your esteemed institution.

I hold a [Your Degree] in [Your Major] from [Your University], where I developed a strong foundation in [relevant skills or knowledge]. My research experience includes [briefly describe any research projects, internships, or relevant work experience]. This work not only honed my skills in [specific techniques or methodologies], but also solidified my commitment to pursuing a career in academia and research.

I am particularly drawn to [specific faculty members or ongoing projects at the university] due to [explain why these research areas resonate with you]. I believe that my background in [specific skills or experiences] would complement the existing work in your department and allow me to contribute meaningfully to your research community.

Enclosed with this letter, I have included [mention any enclosed documents such as your CV, transcripts, or additional materials]. I would be grateful for the opportunity to discuss my application further and explore how my background, skills, and ambitions align with the goals of your program.

Thank you for considering my application. I look forward to the possibility of joining [University Name] and contributing to the innovative research in the [Program Name].

Sincerely,  
[Your Name]