

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

Dear [Recipient's Name],

I am writing to express my interest in the PhD program in [Program Name] at [University Name]. With a background in [Your Field/Discipline] and a strong passion for [Specific Research Interest or Topic], I am eager to contribute to the academic community at [University Name].

In my previous studies at [Previous Institution Name], I completed my [Degree] in [Field], where I focused on [Brief Description of Your Research or Thesis]. This experience not only honed my research skills but also fueled my desire to explore [Related Field or Topic] further.

I am particularly drawn to [University Name] because of [Reasons for Choosing the University/Department/Faculty]. The work of [Professor's Name or Research Group] aligns closely with my research interests, and I am excited about the opportunity to engage with [Specific Projects, Courses, or Themes].

I possess a solid foundation in [Relevant Skills or Techniques], which I believe will be beneficial in contributing to ongoing research projects. Additionally, my experience in [Any Relevant Experience or Internship] has equipped me with [Skills or Insights Related to PhD].

I am enthusiastic about the prospect of joining [University Name] and contributing to the vibrant academic community. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and research interests align with the goals of your program.

Sincerely,  
[Your Name]