

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Title]
[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 information]. My academic background and research experience align well with the goals of your program, and I am excited about the possibility of contributing to [specific aspect of the program or faculty research].

I completed my [Degree] in [Field] at [Your University] with a focus on [specific research area/interest]. During my [thesis/dissertation/practicum] project, I investigated [briefly describe the project, its objectives, and key findings]. This experience honed my skills in [relevant skills or methodologies], which I believe will be beneficial in my PhD studies.

I am particularly drawn to [Professor/Research Group] at [University Name] because of [reason related to their work]. I am eager to explore [specific research topics or questions] further and contribute to ongoing projects in [area of interest].

Additionally, I have [mention any relevant skills, experiences, or publications that strengthen your application]. I am confident that my background in [specific skills or tools] will allow me to make a significant contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my potential contributions to [Program Name] further. Please find my CV attached for your review.

Sincerely,
[Your Name]