

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Date]  
[Recipient Name]  
[Department 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]. With a background in [Your Background/Field] and a strong passion for [Research Interest/Area], I am excited about the opportunity to contribute to [Specific Lab/Research Group/Faculty's work] under the guidance of [Professor's Name].

I hold a [Your Degree] in [Your Field] from [Your University], where I [mention any relevant experience, thesis, or project]. My research focused on [Brief Description of Your Research], which has equipped me with strong skills in [Skills/Techniques].

At [Your Previous Institution/Organization], I [Describe Relevant Experience, Research, or Internship]. This experience enhanced my ability to [Describe Skills or Knowledge Gained], which I believe will prove valuable in my doctoral studies.

I am particularly drawn to [Specific Aspect of University/Program] because [Explain Why This Appeals to You]. The work being done by [Professor's Name or Research Group] aligns closely with my interests in [Specific Interests], and I am eager to explore [Ideas or Questions You Wish to Research].

I am excited about the prospect of joining [University Name] and contributing to the innovative research community. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]