

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific postgraduate program name] at [University Name]. After researching various programs, I am particularly drawn to your university due to [specific reasons related to the program, faculty, research opportunities, etc.].

I have completed my [previous degree name] in [field of study] from [University Name], where I developed a strong foundation in [relevant skills/knowledge]. My academic background combined with my experience in [related field or work experience] has equipped me with the skills necessary to excel in the postgraduate program.

I am especially keen on [specific aspects of the program or faculty members you wish to work with], and I believe that [University Name] will provide me with the ideal environment to further my studies and research. Thank you for considering my application. I look forward to the possibility of contributing to and growing within the [specific postgraduate program name] at [University Name].

Sincerely,  
[Your Name]