

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University Name]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name],

I hope this letter finds you well. I am writing to formally request admission to the [specific program name] at [University Name] for the [Fall/Spring] semester of [Year].

I have a strong interest in [briefly state your area of interest] and believe that [University Name] offers the unique resources and environment necessary for my academic and professional growth.

I have attached my application materials, including my resume, statement of purpose, and transcripts for your review.

Thank you for considering my request. I look forward to the opportunity to contribute to and learn from the esteemed academic community at [University Name].

Sincerely,  
[Your Name]