

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

[Admissions Office]  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I am writing to express my interest in applying for admission to [Program Name] at [University Name] for the [intended semester/year]. I am particularly drawn to [specific aspect of the program/university] because [reason].

I have completed my [previous education, e.g., high school, bachelor's degree] at [Previous School/University Name], where I [briefly describe relevant achievements or experiences]. This experience has prepared me for the challenges of [Program Name] and has solidified my commitment to [field of study].

I am particularly excited about [specific courses, faculty members, research opportunities, etc.], as I believe they align perfectly with my career goals of [career goals]. Additionally, I have [mention any relevant experiences, internships, or extracurricular activities].

Thank you for considering my application. I am eager to contribute to the diverse community at [University Name] and am looking forward to the possibility of furthering my education there.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]