

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

[Recipient Name]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the PQP program at [University Name]. As a [your current position/degree], I am eager to further my education and develop my skills in [specific field or area of study related to the PQP].

[Introduce your motivation and background relevant to the program. Mention any relevant experiences, qualifications, or skills that make you a suitable candidate for the PQP program.]

I believe that the PQP program at [University Name] will provide me with [specific benefits of the program]. I am particularly drawn to [mention any specific courses, faculty, or resources that interest you].

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the PQP community at [University Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]