

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Committee]  
[Institution Name]  
[Department/Program Name]  
[Institution Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my intent to apply for the [specific program] at [institution name] for the [fall/spring] [year] intake. My passion for [briefly state your field of interest] has driven my desire to further my education at your esteemed institution.

Throughout my academic and professional journey, I have gained invaluable experience in [relevant experiences, skills, or projects]. This has equipped me with a solid foundation and the determination to excel in [specific program or area of study].

I am particularly drawn to [mention specific aspects of the program, faculty, or research opportunities that interest you]. I believe that [institution name] offers a unique environment that will allow me to grow both personally and academically.

I am excited about the possibility of contributing to [institution name] and collaborating with like-minded individuals who share a commitment to [mention relevant field or goals]. Thank you for considering my application. I look forward to the opportunity to further discuss my intentions and aspirations.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]