

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

[Recipient Name]
[Title/Position]
[Institution Name]
[Department Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific program name] at Indiana University. As an aspiring [your career goal], I am eager to enhance my knowledge and skills in [specific area of study] through this esteemed program.

I hold a [your degree] in [your field] from [your university], where I developed a strong foundation in [relevant skills or knowledge]. My experiences in [mention any internships, work experience, or volunteer work] have further fueled my passion for [specific interests related to the program]. I believe that the [specific program name] aligns perfectly with my career aspirations and academic goals.

I am particularly drawn to [mention specific faculty, courses, or aspects of the program], as I believe they will provide me with unique insights and opportunities for growth. I am excited about the prospect of contributing to the [institution's name] community and collaborating with fellow students and faculty.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the [program name] at Indiana University.

Sincerely,
[Your Name]