

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[Indiana University]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I am writing to express my interest in the [specific program name] at Indiana University for the [desired semester/year] term. My background in [your field or area of study], combined with my passion for [specific interests related to the program], has driven me to pursue graduate studies at your esteemed institution.

I hold a [your degree] in [your major] from [your undergraduate university] and have gained valuable experience through [mention relevant work, research, or internships]. During my time as [position or role], I [describe a relevant achievement or responsibility]. These experiences have equipped me with [mention any skills or insights relevant to the program].

Indiana University stands out to me because of [mention specific aspects of the program, faculty, or resources]. I am particularly drawn to [name specific faculty, research opportunities, or courses] that align with my research interests. I believe that the collaborative environment and diverse academic community at IU will foster my growth both academically and personally.

I am excited about the possibility of contributing to the [specific program or department] and engaging with fellow students and faculty.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and passion for [specific field].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]