

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

[Date]
[Recipient's Name]
[Title]

[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific program name] online program at Indiana University. After extensive research and consideration, I believe that this program aligns perfectly with my academic and professional goals.

[In this paragraph, briefly describe your background, including your academic qualifications, work experience, and any relevant skills that pertain to the program.]

I am particularly drawn to [mention specific aspects of the program or faculty that interest you], and I am eager to take advantage of the opportunities it offers to further enhance my knowledge and career prospects.

[In this paragraph, explain why you want to join this program, your motivation, and how it fits into your career plans.]

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the Indiana University online community.

Sincerely,
[Your Name]