

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

[Recipient's Name]  
[Title/Position]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for [specific program or degree] at [School's Name]. I am excited about the opportunity to join [mention any specific department, faculty, courses, or features of the school that attract you].

[Paragraph about your background, academic achievements, and relevant experiences that led you to this field of study.]

I believe that my skills and experiences align well with the values and goals of [School's Name]. [Discuss any specific reasons why you are interested in this school, mentioning faculty, resources, or particular opportunities it offers.]

In conclusion, I am very enthusiastic about the possibility of contributing to and growing within the [School's Name] community. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]