

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

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

[Department/Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific program or opportunity] at [University Name]. I am particularly drawn to [aspect of the program or university], which aligns closely with my academic and professional goals.

[Paragraph 1: Introduce your background, including your previous education and relevant experiences. Explain what motivated you to pursue this field of study.]

[Paragraph 2: Discuss your research interests or professional aspirations. Highlight specific skills or experiences that make you a suitable candidate for the program.]

[Paragraph 3: Explain why you chose this particular institution. Mention any faculty members you wish to work with or specific resources that attract you to the program.]

[Closing Paragraph: Summarize your enthusiasm and readiness to contribute to the academic community at the university. Thank the recipient for considering your application.]

Sincerely,  
[Your Name]