

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Introduction\*\***

- State your purpose for writing the letter.
- Capture the reader's attention with a compelling hook.

**\*\*Body Paragraph 1: Your Background\*\***

- Provide a brief overview of your academic and professional background relevant to your purpose.
- Highlight key experiences or achievements that support your case.

**\*\*Body Paragraph 2: Relevance of the Program/Opportunity\*\***

- Explain why you are interested in the specific program/opportunity.
- Connect your background with what the program can offer.

**\*\*Body Paragraph 3: Your Goals and Contributions\*\***

- Outline your short-term and long-term goals.
- Describe how you plan to contribute to the program/institution and the community.

**\*\*Conclusion\*\***

- Reiterate your enthusiasm for the opportunity.
- Thank the reader for their consideration and express hope for a positive response.

Sincerely,

[Your Name]