

****[Your Name]****
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
****[Recipient Name]****
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
****Introduction****
- State the purpose of the letter.
- Mention the specific program or position you are applying for.
- Briefly introduce yourself and your background.
****Body Paragraph 1: Academic Background****
- Highlight your educational qualifications.
- Mention relevant coursework or projects.
- Discuss any honors or awards received.
****Body Paragraph 2: Work Experience****
- Describe relevant work or volunteer experience.
- Highlight skills developed from these experiences.
- Include any leadership roles or initiatives undertaken.
****Body Paragraph 3: Motivation and Goals****
- Explain your motivation to apply for the TPS program.
- Discuss how the program aligns with your career goals.
- Mention any specific faculty members or resources that attracted you.
****Conclusion****
- Reiterate your enthusiasm for the program.
- Thank the recipient for considering your application.
- Provide your contact information for any follow-up.
Sincerely,
[Your Name]