

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

Admissions Committee

[Department Name]
University of California, Los Angeles (UCLA)
[Department Address]
Los Angeles, CA [Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my strong interest in the [specific program name] at UCLA for the [upcoming academic term, e.g., Fall 2024]. With a background in [your field of study or professional experience], I am excited about the opportunity to further my education at such a prestigious institution.

I have completed my [your degree] from [your undergraduate institution] with a focus on [your major/minor], where I gained valuable experience in [mention relevant coursework, projects, or research]. My academic achievements, combined with [any relevant internships, jobs, or volunteer experiences], have developed my skills in [relevant skills], which I believe will be beneficial for my studies at UCLA.

UCLA's commitment to [specific values or programs that attract you to UCLA] resonates deeply with my own aspirations. I am particularly drawn to [mention specific faculty members, research projects, or resources available at UCLA] that align with my academic and professional goals. I believe that studying at UCLA will provide me with the knowledge and network I need to make a meaningful impact in [your field or community]. Thank you for considering my application. I am looking forward to the possibility of contributing to the vibrant academic community at UCLA.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]