

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Department/Office]
University of California, Los Angeles
[Office Address]
Los Angeles, CA [ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently in the process of preparing my application for admission to UCLA. I have always admired the incredible programs and resources offered at UCLA, and it has been my dream to be a part of such a vibrant academic community.

As I work on my application, I would greatly appreciate any guidance or assistance you could provide regarding [specific aspect of the application, e.g., personal statement, reference letters, or program requirements]. I want to ensure that my application reflects my unique experiences and aspirations effectively.

If possible, I would love to set up a time to discuss this further or receive any resources that could aid in my application process. Thank you very much for your time and assistance.

Sincerely,
[Your Name]