

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[University/College Name]

[University Address]

[City, Postcode]

Dear [Recipient Name],

I am writing to express my interest in applying to [Course Name] at [University/College Name] through the UCAS application process.

[Paragraph 1: Introduce yourself and your academic background. Mention your current studies and any relevant achievements.]

[Paragraph 2: Discuss your motivations for choosing this course and how it aligns with your career goals. Mention any relevant experiences, such as work or volunteering.]

[Paragraph 3: Highlight specific skills and strengths that make you a suitable candidate. Include any extracurricular activities that demonstrate your commitment and passion.]

[Paragraph 4: Conclude with a strong closing statement expressing your enthusiasm for the opportunity to study at their institution and your eagerness to contribute to their academic community.]

Thank you for considering my application. I look forward to the opportunity to further discuss my suitability for the program.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]