

****UCAS Letter Tips Template****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Department/Admissions Office]

[University Address]

[City, Postcode]

Dear Admissions Team,

****Introduction****

- Open with a brief introduction of who you are.
- State the purpose of your letter (to provide additional context to your application).

****Academic Achievements****

- Highlight key academic qualifications.
- Mention relevant coursework or projects.

****Relevant Experience****

- Discuss internships, volunteer work, or extracurricular activities that relate to the course/field of study.
- Emphasize skills learned and how they connect to your academic and career goals.

****Passion for the Subject****

- Explain your interest in the chosen field of study.
- Share any personal experiences that sparked your passion.

****Future Goals****

- Outline your career aspirations and how the university can help you achieve them.
- Convey how the program aligns with your interests and goals.

****Conclusion****

- Reiterate your excitement about the opportunity to join the university.
- Thank the admissions team for considering your application.

Sincerely,

[Your Name]