

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Office Name]  
University of California, Los Angeles (UCLA)  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific fellowship name] at UCLA for [specific academic year/term]. I am currently a [your current position or status, e.g., graduate student, researcher] at [Your Institution/University], pursuing a degree in [your field of study]. My academic journey and research focus on [briefly explain your academic background and research interests relevant to the fellowship]. I believe that this fellowship will provide me with the opportunity to [explain how the fellowship aligns with your career goals and how it can benefit your research/academic work].

During my time at [Your Institution], I have [mention any relevant experience, skills, or accomplishments that make you a strong candidate for the fellowship]. Additionally, I have collaborated on projects related to [mention any relevant projects or collaborations], which have further enhanced my skills in [specific skills related to the fellowship].

I am particularly drawn to UCLA because of [mention specific resources, faculty, or programs at UCLA that are relevant to your interests]. I am eager to contribute to the vibrant academic community at UCLA and collaborate with scholars who share my passion for [mention specific area of research or study].

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications for the [specific fellowship name] at UCLA.

Sincerely,  
[Your Name]