

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

[Recipient Name]  
[Department Name]  
University of Florida  
[University Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in [specific program/position] at the University of Florida. [Brief introduction about yourself and your academic/professional background].

I am particularly drawn to [specific aspect of the program or university] because [reason why it interests you]. My experience in [relevant experience or skills] has prepared me to contribute positively to [specific program or department].

I am excited about the opportunity to [mention specific goals or aspirations related to the program]. I believe that my [mention specific skills or experiences] will be beneficial in achieving both my goals and those of the program.

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

Sincerely,  
[Your Name]