

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

[Recipient Name]
[Recipient Title]
[Department/Office Name]

University of Illinois at Chicago

[Address if available]
[City, State, Zip Code if available]

Dear [Recipient Name],

I am writing to formally apply for [specific program/position] at the University of Illinois at Chicago. I am particularly drawn to this opportunity because [briefly explain your interest or connection to the program/position].

[Paragraph 1: Introduce yourself and summarize your background, education, and relevant experience.]

[Paragraph 2: Discuss specific skills or accomplishments that make you a strong candidate for the program/position. Provide examples.]

[Paragraph 3: Explain why UIC is the right fit for you and how it aligns with your career goals.]

Thank you for considering my application. I look forward to the possibility of contributing to and growing with the UIC community.

Sincerely,
[Your Name]