

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

[University Name]  
[Department/Office of Admissions]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Name if known],  
I am writing to express my interest in applying for the [specific program or course] at the University of Queensland. With a background in [your field of study or profession] and a passion for [related interest or goal], I believe that UQ's program aligns perfectly with my academic and career aspirations.

[Paragraph 1: Briefly introduce your academic background and relevant experiences. Mention any specific achievements or skills that make you a strong candidate.]

[Paragraph 2: Discuss your motivation for choosing UQ and the specific program. Highlight what attracts you to the university and how it fits into your long-term goals.]

[Paragraph 3: Elaborate on any extracurricular activities, volunteer work, or projects that have contributed to your personal and professional development. Explain how these experiences have prepared you for the challenges of your chosen program.]

I am excited about the opportunity to contribute to the University of Queensland community and to learn from esteemed faculty members. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]