

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

[Recipient's Name]  
[Recipient's Title]  
[University of Johannesburg]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the [specific program/position] at the University of Johannesburg. With a strong academic background in [your field of study] and a passion for [related interests], I believe I am a suitable candidate for this opportunity.

I completed my [most recent degree] at [Your University] where I gained extensive knowledge in [relevant courses/experiences]. My involvement in [related projects, internships, or research] has further equipped me with skills such as [list relevant skills]. I am particularly drawn to [specific aspects of UJ or the program] because [reason why this program is appealing to you].

I am eager to contribute to the UJ community and collaborate with esteemed faculty to enhance my understanding of [specific topics]. I am confident that this program will not only help me achieve my academic goals but also allow me to give back to the university through [possible contributions].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the University of Johannesburg.

Sincerely,  
[Your Name]