

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

[Recipient Name]  
[University of Utah College Admissions Office]  
[University Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Admission to the [Specific Program/School]

I am writing to formally apply for admission to the [Specific Program/School] at the University of Utah for the [Fall/Spring] [Year] term.

[Paragraph 1: Introduce yourself and provide background information, including your current education status and any relevant experiences.]

[Paragraph 2: Explain your motivation for choosing the University of Utah and the specific program, including what you hope to achieve.]

[Paragraph 3: Highlight your qualifications, achievements, and any extracurricular activities, work experience, or volunteer work that relates to your application.]

[Paragraph 4: Closing statement expressing enthusiasm about the opportunity and willingness to provide further information if needed.]

Thank you for considering my application. I look forward to the possibility of contributing to the University of Utah community.

Sincerely,

[Your Name]