

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

Admissions Office
Xuan University
[University Address]
[City, State, Zip Code]
Dear Admissions Committee,

I am writing to express my intent to apply for the [specific program or major] at Xuan University for the [upcoming academic year or semester]. I am particularly drawn to Xuan University because of [specific reasons related to the university or program, such as values, faculty, research opportunities].

My academic background in [your field of study or relevant experience] has equipped me with a solid foundation and passion for [specific areas that you wish to explore at Xuan University]. Through my previous [education or experience], I [mention any relevant achievements or projects that showcase your abilities and dedication].

I believe that Xuan University offers the unique environment and resources that will allow me to [personal goals related to your studies or career]. I am especially interested in [any specific faculty members, resources, or opportunities that align with your interests] and look forward to contributing to the vibrant community at Xuan University.

Thank you for considering my application. I am excited about the possibility of becoming a part of the Xuan University family and contributing to its esteemed community.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]