

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

Admissions Office
Yale University
P.O. Box 208234
New Haven, CT 06520-8234

Dear Members of the Admissions Committee,

[Opening Paragraph: Introduce yourself and state your purpose for writing. Mention your interest in Yale and any specific program or aspect that attracts you.]

[Body Paragraph 1: Provide details about your academic background, achievements, and any relevant experiences that highlight your qualifications for Yale.]

[Body Paragraph 2: Discuss extracurricular activities, leadership roles, or personal experiences that demonstrate your character, values, and commitment.]

[Body Paragraph 3: Explain how attending Yale aligns with your goals and aspirations. Mention how you can contribute to the Yale community.]

[Closing Paragraph: Thank the committee for considering your application. Offer to provide additional information if needed.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]