

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

Office of Admissions  
University of Florida  
201 Criser Hall  
P.O. Box 114000  
Gainesville, FL 32611-4000

Dear Admissions Committee,

I am writing to formally apply for admission to the University of Florida for the [semester and year, e.g., Fall 2024] academic term. I am eager to join such a prestigious institution and contribute to the academic community while pursuing my degree in [your intended major].

[Optional: A brief paragraph about your academic background, achievements, and reasons for choosing the University of Florida.]

I have attached my application materials, including [list any included documents such as transcripts, recommendation letters, etc.], for your consideration. Please do not hesitate to reach out if you require any additional information.

Thank you for considering my application. I look forward to the opportunity to contribute to the University of Florida community.

Sincerely,  
[Your Name]