

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

Admissions Committee
UF Business School
[University of Florida]
[Address]
[Gainesville, FL Zip Code]

Dear Admissions Committee,

I am writing to express my strong interest in applying to the [specific program name, e.g., MBA program] at the University of Florida's Business School. With a background in [your field/industry] and a passion for [specific interest related to business], I am excited about the opportunity to further my education and enhance my skills at your esteemed institution.

My academic journey began at [Your Undergraduate Institution], where I earned my degree in [Your Major]. During my time there, I gained valuable experience in [briefly describe relevant experiences, projects, internships]. These experiences have equipped me with a solid foundation in [relevant skills], which I believe are essential for success in the business world.

In addition to my academic accomplishments, I have worked in [your professional experience] at [Company Name]. Through my role as [Your Job Title], I developed [specific skills or projects] that have further motivated my pursuit of an advanced degree. I am particularly drawn to UF Business School's commitment to [specific program strengths, e.g., innovation, leadership development], which aligns perfectly with my career goals.

I am eager to contribute to the UF community by [describe how you plan to get involved], and I am confident that the knowledge and experiences I gain will empower me to make a significant impact in the field of [your career goal/industry].

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to and grow within your program.

Sincerely,
[Your Name]