

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University of Johannesburg]
[Department Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to apply for [specific program or position] at the University of Johannesburg. I am particularly drawn to this opportunity because [reason for applying, e.g., specific interest in the program, faculty, research opportunities].

I hold a [your highest qualification] in [your field of study] from [your previous institution]. During my time at [previous institution], I [mention relevant experiences, achievements, or skills].

I believe that my background in [relevant skills or experiences] has equipped me with the necessary skills to thrive in [specific program or position]. I am eager to contribute to [mention any projects, research, or campus activities relevant to the program].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]