

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

[Recipient's Name]
[Title/Position]
[University Name]
[Department Name]

[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the Summer School program at [University Name]. As a current student in [Your Major], I believe that participating in this program will greatly enhance my academic and professional development.

In the past year, I have engaged in [mention any relevant coursework, projects, or extracurricular activities] which have prepared me for the challenges of the summer program. I am particularly excited about [mention specific courses or opportunities offered in the summer program that interest you], as they align with my academic goals and career aspirations.

I am committed to making the most of this opportunity and contributing positively to the program. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]