

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Committee Name]
[University of Toronto]
[Department/Office Address]
[City, Province, Postal Code]

Dear [Committee Chair/Committee Members' Names],
I am writing to express my interest in applying for a position on the [Specific Committee Name] at the University of Toronto. As a [your current status, e.g., undergraduate student, graduate student, faculty member], I am passionate about contributing to [specific goals or focus of the committee].

Over the course of my academic career, I have gained valuable experience in [relevant experiences or skills]. I believe that my [mention any relevant qualities or experiences] would allow me to make a meaningful contribution to the committee's objectives.

I am particularly drawn to [specific aspect of the committee's work or mission], and I am eager to collaborate with fellow members to [mention any goals or projects the committee aims to achieve]. I am confident that my background in [your field or relevant subject] will enable me to provide a unique perspective and contribute positively to the committee's work.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the [Committee Name]. Please feel free to contact me at your earliest convenience.

Sincerely,
[Your Name]