

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department]

University of Toronto  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific program name] at the University of Toronto for the [upcoming academic term/year]. I am particularly drawn to [mention any specific aspects of the program, faculty, or research opportunities that attract you].

I hold a [Your Degree] from [Your University] and have [briefly describe any relevant experience, skills, or accomplishments]. I believe this background positions me well to contribute to and benefit from the program.

[Optional: Include a sentence or two about your research interests and how they align with faculty or departmental strengths.]

Thank you for considering my application. I am looking forward to the opportunity to discuss my admission into your esteemed program.

Sincerely,

[Your Name]