

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Faculty Name]
University of Toronto
[University Address]
[City, Province, Postal Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the [specific research opportunity] at the University of Toronto. As a [your current position, e.g., graduate student, researcher] with a background in [your field of study or research area], I am excited about the opportunity to contribute to [specific research project or area] under the guidance of [Professor's Name or Research Group].

In my previous experiences at [Your Previous Institution or Organization], I have developed skills in [mention relevant skills or experiences]. I am particularly drawn to [specific aspect of the research or project] because [provide a brief explanation of your interest]. I believe my background in [specific techniques, methodologies, or theoretical frameworks] aligns well with the objectives of your research team.

I am eager to bring my knowledge and enthusiasm to [University of Toronto] and am particularly inspired by [mention any specific work or publication by the faculty or department]. I am confident that my skills and dedication to [mention any relevant goals or ideals] will enable me to make meaningful contributions.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity further. Please find my [attached CV, and any other relevant documents] for your review.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]