

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[University of Alberta]
[Department/Program Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific program name] at the University of Alberta for the [specific term, e.g., Fall 2024] intake.

I am particularly drawn to the University of Alberta because of [reason specific to the university or program, e.g., faculty expertise, research opportunities, or unique curriculum]. My academic background in [your field of study] and my experiences in [relevant experiences, such as internships, volunteer work, or research] have prepared me well for this program.

Throughout my academic journey, I have developed skills in [list relevant skills], which I believe will contribute to my success at the University of Alberta. Additionally, I am excited about the opportunity to collaborate with faculty and peers on [mention any specific projects, research, or initiatives relevant to the program].

In conclusion, I am enthusiastic about the possibility of contributing to and growing within the University of Alberta community. Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,
[Your Name]