

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

Office of Admissions  
University of Alberta  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in applying for admission to the University of Alberta for the [specific program or course] for the [academic year/term]. With a strong academic background and a passion for [your field of interest], I believe that UofA is the ideal place for me to pursue my educational and career aspirations.

[Paragraph 1: Discuss your academic achievements, relevant experiences, and reasons for choosing UofA.]

[Paragraph 2: Explain any extracurricular activities, volunteer work, or leadership roles that showcase your skills and commitment.]

[Paragraph 3: Share your long-term goals and how studying at UofA will help you achieve them.]

I appreciate your consideration of my application. I am excited about the possibility of contributing to the vibrant community at the University of Alberta and look forward to the opportunity to further discuss my qualifications.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]