

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

Admissions Office  
The University of Queensland  
St Lucia QLD 4072  
Australia

Dear Admissions Officer,

Subject: Undergraduate Application - [Your Selected Program]

I am writing to formally submit my application for the undergraduate program in [Program Name] at The University of Queensland for the academic year [Year].

I am particularly drawn to UQ because of [reason for choosing UQ, such as specific programs, faculty, or campus environment]. My academic background in [Your Academic Background] has prepared me for the challenges of higher education, and I am eager to contribute to and learn from the vibrant community at UQ.

In addition to my academic achievements, I have been involved in [briefly mention extracurricular activities, volunteering, work experience, etc.], which I believe have helped me develop [relevant skills or qualities].

I have enclosed my application form along with my transcripts, letters of recommendation, and any other required documents for your review.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]